



*Council Work Session - 6:30 p.m.*

## **CITY COUNCIL AGENDA**

**Tuesday, February 16, 2016**

**7:00 p.m.**

**Coon Rapids City Center  
Council Chambers**

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### **Call to Order**

### **Pledge of Allegiance**

### **Roll Call**

### **Adopt Agenda**

### **Proclamations/Presentations**

### **Approval of Minutes of Previous Meeting**

1. Approve Minutes of February 2, 2016

### **Consent Agenda**

2. Authorize Purchase of Jetter/Camera Truck
3. Receive 2015 Year End Gambling Expenditure Report
4. Adopt Resolution 16-32 Amending the 2016 Budget for the Purchase of a Replacement Police Vehicle
5. Receive Gambling Report and Authorize Payment to Community Strength Foundation
6. Authorize Application for Coon Creek Watershed Grant
7. Adopt Resolution 16-31, Accepting 2016 SCORE Grant from Anoka County

### **Public Hearing**

8. Hold Public Hearing/Assessment Hearing, Adopt Resolution 16-1(6A) Ordering Project, Adopt Resolution 16-1(8) Approving Plans and Specifications
9. Hold Public Hearing/Assessment Hearing, Adopt Resolution 16-2(6A) Ordering Project, Adopt Resolution 16-2(8) Approving Plans and Specifications
10. Hold Public Hearing/Assessment Hearing, Adopt Resolution 16-3(6A) Ordering Project, Adopt Resolution 16-3(8) Approving Plans and Specifications
11. Hold Public Hearing/Assessment Hearing, Adopt Resolution 16-4(6A) Ordering Project, Adopt Resolution 16-4(8) Approving Plans and Specifications

### **Bid Openings and Contract Awards**

12. Consider Resolution No. 15-20(9) Awarding Contract for 2016 Park Redevelopment and Approve Construction Administration Contract and Direct Purchases

### **Old Business**

### **New Business**

13. Consider Adopting Resolution 16-5(8) Approving Plans and Specifications and Ordering Advertisement for Bids for Project 16-5
14. Consider Introduction of Ordinance Adding Requirements for Microdistilleries, Brew Pubs and Brewer Taprooms
15. Consider 2015-2016 Insurance Renewals

### **Open Mic/Public Comment**

### **Reports on Previous Open Mic**

### **Other Business**

### **Adjourn**





**City Council Regular**

**1.**

**Meeting Date:** 02/16/2016

**SUBJECT:** Approve Minutes of February 2, 2016

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**Attachments**

February 2, 2016

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## **UNAPPROVED**

### **COON RAPIDS CITY COUNCIL MEETING MINUTES OF FEBRUARY 2, 2016**

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#### **CALL TO ORDER**

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The first regular meeting of the Coon Rapids City Council for the month of February was called to order by Mayor Jerry Koch at 7:00 p.m. on Tuesday, February 2, 2016, in the Council Chambers.

#### **PLEDGE OF ALLEGIANCE TO THE FLAG**

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Mayor Koch led the Council in the Pledge of Allegiance.

#### **ROLL CALL**

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Members Present: Mayor Jerry Koch, Councilmembers Denise Klint, Ron Manning, Wade Demmer, Jennifer Geisler, Brad Johnson and Steve Wells

Members Absent: None

#### **ADOPT AGENDA**

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MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER WELLS, TO ADOPT THE AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

#### **PROCLAMATIONS/PRESENTATIONS**

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None.

#### **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

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##### **1. JANUARY 19, 2016, COUNCIL MEETING**

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MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER JOHNSON, FOR APPROVAL OF THE MINUTES OF THE JANUARY 19, 2016, COUNCIL MEETING. THE MOTION PASSED UNANIMOUSLY.

CONSENT AGENDA/INFORMATIONAL BUSINESS

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2.      ADOPT RESOLUTION 16-27 ACCEPTING DONATION OF REAL PROPERTY
  3.      APPROVE FINAL PAYMENT FOR PROJECT 14-3, STREET RECONSTRUCTION
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MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER DEMMER, FOR APPROVAL OF THE CONSENT AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

PUBLIC HEARING

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4.      CONDUCT A PUBLIC HEARING AND CONSIDER ADOPTION OF ORDINANCE 2156 AMENDING CHAPTER 10-600 CROOKED LAKE NO WAKE REGULATIONS
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The Staff report was shared with Council.

Mayor Koch opened and closed the public hearing at 7:04 p.m. since no one appeared to address the Council.

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER JOHNSON, TO ADOPT ORDINANCE 2156 AMENDING CHAPTER 10-600, NO WAKE REGULATIONS FOR CROOKED LAKE. THE MOTION PASSED UNANIMOUSLY.

BID OPENINGS AND CONTRACT AWARDS

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None.

OLD BUSINESS

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5.      CONSIDER ADOPTION OF ORDINANCE 2157 REGARDING BREW PUBS, BREWERIES, TAPROOMS, DISTILLERIES AND COCKTAIL ROOMS
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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER DEMMER, TO ADOPT ORDINANCE 2157 ESTABLISHING REGULATIONS WHERE BREWPUBS, BREWERIES, TAPROOM, DISTILLERIES AND COCKTAIL ROOMS CAN LOCATE AND ESTABLISHING DEFINITIONS OF COMMON TERMS, DIRECTING STAFF TO PUBLISH AN ORDINANCE SUMMARY.

Councilmember Geisler believed this was a great Ordinance for the City to be adopting and looked forward to a brew pub or brewery moving into the City of Coon Rapids.

THE MOTION PASSED UNANIMOUSLY.

6.      CONSIDER ADOPTION OF ORDINANCE 2158, AMENDING CHAPTER 12-202  
         RULES REGARDING PLUMBING CODE

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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER DEMMER, SECONDED BY COUNCILMEMBER MANNING, TO ADOPT ORDINANCE 2158, THE NEW RULES GOVERNING THE MINNESOTA PLUMBING CODE BY REVISING CHAPTER 12, SECTION 12- 202(21) OF THE CITY CODE. THE MOTION PASSED UNANIMOUSLY.

NEW BUSINESS

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7.      PC 16-4: CONSIDER RESOLUTION 16-25 APPROVING REGISTERED LAND  
         SURVEY – 12856 CROOKED LAKE BOULEVARD – RACHEL NEIMAN

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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION 16-25 APPROVING THE REGISTERED LAND SURVEY WITH THE FOLLOWING CONDITIONS:

1. THE APPROPRIATE DRAINAGE AND UTILITY EASEMENTS BE APPROVED BY THE CITY ENGINEER AND RECORDED AT THE COUNTY.
2. PARK DEDICATION IN THE AMOUNT OF \$4,000 (\$2,000 PER LOT) BE PAID PRIOR TO RELEASING THE LOT SPLIT FOR RECORDING.
3. COMPLIANCE WITH TITLE 11, LAND DEVELOPMENT REGULATIONS.

THE MOTION PASSED UNANIMOUSLY.

8.      PC 15-35: CONSIDER PRELIMINARY PLAT – 11301 DOGWOOD STREET  
         (NORTHDALE MIDDLE SCHOOL AND EISENHOWER ELEMENTARY SCHOOL  
         PROPERTY) – ANDERSON JOHNSON ASSOC.

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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER WELLS, TO APPROVE PLANNING CASE 15-35, A PRELIMINARY PLAT WITH THE FOLLOWING CONDITIONS:

1. ALL COMMENTS MADE BY ENGINEERING MUST BE ADDRESSED PRIOR TO RELEASING THE PLAT FOR RECORDING.
2. ALL TITLE ISSUES MUST BE ADDRESSED PRIOR TO APPLYING FOR FINAL PLAT.
3. MORTGAGE CONSENT OBTAINED PRIOR TO RECORDING OF THE FINAL PLAT.

Councilmember Klint asked if the land was platted when the schools were constructed. Planner Harlicker believed the property was not platted at that time. In addition, some of the school functions were located on City property and City functions were being conducted on school property. He explained that the proposed platting would clean up these inconsistencies.

Councilmember Demmer questioned if the machinery use adversely impact the adjacent neighborhood. Planner Harlicker reported a vehicle maintenance facility was being proposed. He stated the school districts current facility on 113<sup>th</sup> would be moved to this location and be used for vehicle storage. He anticipated there would be some light vehicle maintenance done on the vehicles inside the proposed building. He reported a public hearing was held at the Planning Commission meeting and no comments were offered by the public.

Councilmember Klint inquired how many notices were sent out for the public hearing. Planner Harlicker explained all properties within 350 feet of the property were notified.

THE MOTION PASSED UNANIMOUSLY.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER GEISLER, TO APPROVE PLANNING CASE 15-35, A VARIANCE TO MINIMUM LOT DEPTH AND LOT FRONTAGE BASED ON THE FOLLOWING FINDINGS:

1. THE INTENT OF THIS CHAPTER IS MET.
2. THE GRANTING OF THE VARIANCES WILL NOT BE DETRIMENTAL TO THE PUBLIC SAFETY, HEALTH OR WELFARE, OR INJURIOUS TO OTHER PROPERTY OR IMPROVEMENTS IN THE NEIGHBORHOOD IN WHICH THE PROPERTY IS LOCATED.

3. THE CONDITIONS UPON WHICH THE REQUEST FOR A VARIANCE IS BASED ARE UNIQUE TO THE PROPERTY FOR WHICH THE VARIANCE IS SOUGHT AND ARE GENERALLY NOT APPLICABLE TO OTHER PROPERTY.
4. THE LITERAL INTERPRETATION OF THE PROVISIONS OF THIS CHAPTER WOULD DEPRIVE THE APPLICANT OF RIGHTS COMMONLY ENJOYED BY OTHER PROPERTIES IN THE SAME ZONING DISTRICT.
5. THE SPECIAL CONDITIONS AND CIRCUMSTANCES DO NOT RESULT FROM THE ACTIONS OF THE APPLICANT.
6. BECAUSE OF THE PARTICULAR NATURAL SURROUNDINGS, SHAPE, OR TOPOGRAPHICAL CONDITIONS OF THE SPECIFIC PROPERTY INVOLVED, UNUSUAL HARDSHIP TO THE OWNER WOULD RESULT, AS DISTINGUISHED FROM A MERE INCONVENIENCE, IF THE STRICT LETTER OF THESE REGULATIONS WERE CARRIED OUT

THE MOTION PASSED UNANIMOUSLY.

9. PC 16-3: CONSIDER INTRODUCTION OF AN ORDINANCE REVISING THE ALLOWED EXTERIOR BUILDING MATERIALS

The Staff report was shared with Council.

Councilmember Manning recalled the City's previous discussions regarding EIFS. He appreciated the work staff had done to update the City's Code regarding exterior building materials. He supported the Ordinance.

Councilmember Klint feared that by omitting park structures something odd or obscure could be constructed. Planner Harlicker explained park buildings would have to be designed and approved by City staff.

Public Works Director Himmer indicated the City Council would always have the right to say what they do and do not want in the City parks. He provided further comment on how the City would go about designing and constructing a park structure.

City Manager Stemwedel reported park buildings would be constructed at the Council's discretion.

Councilmember Geisler believed the language could remain as is due to the fact a park structure would only be approved if they met the Council's approval.

Councilmember Johnson discussed the building materials that were proposed for the Sand Creek

park building, noting EIFS was being suggested. He reported this discussion led the Council to review and expand the allowed exterior building materials throughout the entire City. He believed the Council should have discretion as to what materials should or should not be used on a City park structure. He reported he would be supporting the Ordinance as recommended by staff.

Councilmember Demmer asked if the list of residential building materials applied to multi-family residential. Planner Harlicker reported this was the case.

Mayor Koch considered the Ordinance regarding allowed exterior building materials to be introduced.

10.    CONSIDER RESOLUTION 16-26 AUTHORIZING SALE OF TAX-FORFEITED  
PROPERTY

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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER WELLS, TO ADOPT RESOLUTION NO. 16-26 AUTHORIZING THE SALE OF TAX-FORFEITED PROPERTIES IN THE FOLLOWING MANNER:

1.    22-31-24-13-0038 SELL THE PROPERTY TO THE HIGHEST BIDDER.
2.    13-31-24-44-0116 SELL THE PROPERTY TO THE HIGHEST BIDDER.
3.    22-31-24-44-0034 SELL THE PROPERTY TO THE ABUTTING LANDOWNER.
4.    24-31-24-12-0006 SELL THE PROPERTY TO THE ABUTTING LANDOWNER.
5.    15-31-24-43-0006 SELL THE PROPERTY TO THE ABUTTING LANDOWNER.
6.    23-31-24-11-0031 SELL THE PROPERTY TO THE ABUTTING LANDOWNER.
7.    23-31-24-11-0030 CONVEY THE PROPERTY TO THE CITY OF COON RAPIDS.

Councilmember Manning asked if the abutting landowners were interested in purchasing the proposed property. Planner Harlicker stated the property would be offered to the abutting landowner and if there was no interest, the land would be given to the State.

THE MOTION PASSED UNANIMOUSLY.

11.    CONSIDER DOCUMENTS FOR ANOKA COUNTY RIGHT-OF-WAY  
ACQUISITION – 11313 FOLEY BOULEVARD

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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER

GEISLER, TO APPROVE THE QUIT CLAIM AND WARRANTY DEEDS FOR PORTIONS OF THE PORTIONS OF THE PROPERTY AT 11313 FOLEY BOULEVARD NW; AND AUTHORIZE THE MAYOR AND CITY MANAGER TO EXECUTE THE DEEDS.

Councilmember Klint asked if staff was monitoring the County's interaction with Coon Rapids' residents along this corridor. Public Works Director Himmer understood that a month ago, there were 80 parcels the County needed to acquire and to date the County has negotiated 56 of those parcels. He anticipated the County would continue having conversations with homeowners. He believed that the County was well ahead of schedule for their acquisitions for this project. He commented some properties may not be settled until after the project was complete.

Councilmember Johnson asked why the City would be surrendering a portion of right-of-way instead of providing the County with a temporary easement to the land. Public Works Director Himmer explained the City actually had two deeds, one deed was temporary and the other was in fee.

THE MOTION PASSED UNANIMOUSLY.

#### 12. KURT SUTHERLAND – 1610-1620 107<sup>TH</sup> AVENUE NW – RENTAL LICENSE DENIAL APPEAL

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The Staff report was shared with Council.

Mayor Grant questioned what process would be followed by the City in managing the tenants if the rental license were denied. City Attorney Brodie advised staff would allow some sort of time for the tenants to find alternative housing.

Councilmember Wells asked if the convictions on the background check would also serve as a reason to deny the rental license. Neighborhood Coordinator DeGrande explained Mr. Sutherland's convictions do not qualify under the Koskinen law, as his convictions were misdemeanors and gross misdemeanors.

Councilmember Johnson asked what steps Mr. Sutherland has taken to date to receive a rental license. Neighborhood Coordinator DeGrande reported Mr. Sutherland had submitted his rental license paperwork, paid a fee and submitted a falsified background check. It was noted Mr. Sutherland had registered for the March 3<sup>rd</sup> rental class.

Kurt Sutherland, 1610-1620 107<sup>th</sup> Avenue NW, thanked the Council for their time. He explained he was not made aware of the need to apply for a rental license until after he purchased his duplex last April. He read through the rental license requirements and understood that a background check was required. This worried him tremendously and he avoided the rental license for this reason. He indicated his renters received notification in December from the City, which led him to begin the rental licensure process. He then went to City Hall and filled out the



application. The area of the application that referred to criminal activity, he circled gross misdemeanor, as this was his highest offense. He did not mean to omit any of his actions, as it would all be reported on his criminal background check.

Mr. Sutherland reported he had another misdemeanor 13 years ago and was surprised this showed up on his criminal background check as he thought the charges had been dropped. He stated in the last two weeks he had requested court documents to clarify there were no charges and this disposition had been forwarded to City staff. He apologized for neglecting his responsibility in securing a rental license, and for his oversight in properly reporting his criminal history. He asked for questions or comments from the City Council.

Councilmember Johnson explained he has reviewed the public records for Mr. Sutherland. He understood Mr. Sutherland had a misdemeanor domestic assault in 2002. He indicated Mr. Sutherland had a stayed sentence and did not serve any jail time. Mr. Sutherland was ordered to attend an anger management class. Mr. Sutherland stated this was the case. He stated a bench warrant was never issued for this matter and Mr. Sutherland never failed to make an appearance. He pled guilty and handled the consequences.

Councilmember Johnson then commented on Mr. Sutherland's more recent convictions. It was noted Mr. Sutherland made all of his court appearances, was represented by an attorney, accepted full responsibility for his actions, pled guilty to both offenses, was ordered to two years of probation, served a couple of weekends of jail time and completed the ordered treatment. He explained Mr. Sutherland never violated the terms of his probation. He commented that with respect to the court view, Mr. Sutherland has paid his debt to society and was successfully discharged from probation for both offenses.

Councilmember Johnson requested information from Mr. Sutherland regarding his tenants. Mr. Sutherland stated he had great tenants. He noted one couple had a two year lease and came with the building. The other couple was young and were very supportive of him.

Councilmember Johnson asked if Mr. Sutherland would be willing to provide a copy of his rental license to the City of Coon Rapids. Mr. Sutherland did not object to providing this information to the City.

Mayor Koch questioned if the rental license would have been issued if the offenses had been clearly listed on the rental license application. City Attorney Brodie advised that staff would have brought the matter to the City Council for consideration.

Councilmember Demmer inquired if any other rental license requests have been brought to the City Council for consideration under the "any good cause" clause. City Attorney Brodie did not recall this ever taking place since 2009.

Councilmember Johnson believed this case differed from previous cases addressed by the City Council given the fact Mr. Sutherland had successfully been discharged from his probation.

Councilmember Klint discussed the reason for the criminal background check explaining it assisted the City in managing problem properties throughout the City.

City Manager Stemwedel reported this item was being addressed by the Council due to the fact Mr. Sutherland omitted items from his criminal history on his rental license application. Another area of concern was that Mr. Sutherland failed to take action when notified of the City's rental license procedure.

Mayor Koch was satisfied with Mr. Sutherland's explanation as to why he omitted his history. However, the delay was a concern.

Councilmember Klint inquired if Mr. Sutherland owned any other rental properties. Mr. Sutherland indicated he owned another rental property in Zimmerman, Minnesota.

Councilmember Klint asked what other items Mr. Sutherland had to complete in order to receive a rental license from the City of Coon Rapids. Neighborhood Coordinator DeGrande reported Mr. Sutherland would have to receive support from the City Council, the license fee would have to be paid, the property would have to be inspected and Mr. Sutherland would have to attend the class on March 3<sup>rd</sup>.

Councilmember Klint questioned if the rental license would then have to be reapproved on a yearly basis. Neighborhood Coordinator DeGrande indicated the licenses were annual and would have to be renewed. She reported inspections would occur every two to three years.

Councilmember Klint inquired if there was a fee for the inspection. Neighborhood Coordinator DeGrande stated this was the case.

Councilmember Manning asked if the Council were to overturn the denial if this item would come back to the City Council for further consideration. Mayor Koch understood this was the hearing.

Councilmember Johnson believed the non-disclosure issue for the offense 13 years ago was unintentional. This matter did not trouble him and he did not believe the license should be denied based on this fact. He discussed the more recent offenses and encouraged the Council to understand both cases were sentenced on the same day. Again, he was not concerned by the non-disclosure as the gross misdemeanor was the higher of the offense and was reported. He believed it spoke volumes about Mr. Sutherland's character that he was before the City Council and had offered an explanation. He reminded the Council that the district court has discharged him from probation and there were no other concerns to date. He suggested the Council table the appeal and allow Mr. Sutherland to resubmit his application. He believed this would lead to a more thorough and informed decision to be made by both staff and the City Council.

Councilmember Wells had no desire to continue discussing this matter. He supported staff's

recommendation. He suggested the Council review the crimes that were committed and consider the age of the man committing the crimes. He recommended the Council review the City's Ordinance and consider why this was put in place.

City Attorney Brodie advised that Mr. Sutherland did plead guilty to two separate offenses, one being a misdemeanor and the other being a gross misdemeanor.

Councilmember Geisler commented on the omission that was made on Mr. Sutherland's part. She understood that Mr. Sutherland had made some mistakes and was looking to move on. She supported Mr. Sutherland and his willingness to move on and become a productive member of the community.

Councilmember Klint was willing to allow Mr. Sutherland to proceed. She was pleased by the fact that he came forward and offered an explanation.

Councilmember Manning supported second chances. However, he feared that the crimes committed were too severe given the fact Mr. Sutherland would be acting as a landlord. For this reason, he encouraged the Council to err on the side of caution and supported denial of the rental license.

Mr. Sutherland stated he has completed 400 hours of therapy and numerous assignments. He discussed how he relied on the rental income and he did not want to lose his tenants. He stated the duplex would have to be foreclosed, if he was not granted a rental license. He did not believe this was in the City's best interest. He explained that the health club where his offense occurred has allowed him reentry. He requested the Council also allow him to gain their trust. He proposed his rental license be approved on a probationary basis. He stated he would undergo further background checks if deemed necessary by the City Council.

Councilmember Demmer asked if Mr. Sutherland's tenants were fully aware of his background. Mr. Sutherland stated they were not fully aware, but did understand he had a misdemeanor and gross misdemeanor.

Councilmember Demmer did not believe Mr. Sutherland's omission was on purpose. While he wanted to believe in second chances, he also feared how Mr. Sutherland's tenants could be impacted by him having keys to their units. He discussed how difficult it was to act for the Council to act as a jury.

Mayor Koch stated he too was conflicted by this matter.

Councilmember Klint indicated the rental license request was originally brought to the Council because of the omission. She supported the rental license moving forward.

**MOTION BY COUNCILMEMBER KLINT, SECONDED BY COUNCILMEMBER JOHNSON, UPHOLD THE APPEAL OF A RENTAL LICENSE FOR KURT SUTHERLAND,**

PROPERTY OWNER OF 1610 AND 1620 107<sup>TH</sup> AVENUE NW BASED ON THE FACT THERE WAS NOT A COMPLETE OMISSION.

Councilmember Geisler understood the concerns of Councilmember Demmer and believed the Council should not convict Mr. Sutherland for what could possibly happen in the future. She hoped the Council could see the benefits of offering a second chance. She fully supported the motion.

Councilmember Demmer asked if the renters were to change, if the City required any further inspections of the property. Neighborhood Coordinator DeGrande commented the rental license follows the owner of the property and was not triggered by renters moving in or out. She stated the City could request a new rental agreement from the landlord.

Councilmember Wells feared if two young ladies were to move into one of these units how they could be impacted. She stated their trust rested with the City who had approved a rental license and had completed the necessary background checks. For this reason, he would not be supporting the proposed motion.

Councilmember Klint commented the Ordinance has only been in place since 2009. She believed it was incumbent on the renters to also do their due diligence.

Mayor Koch understood Councilmember Wells' point that renters would believe the property was safe given the fact Mr. Sutherland has received a rental license from the City. However, this may not be the case.

Councilmember Johnson respected Councilmember Wells' opinion on the matter. However, he would be supporting Mr. Sutherland given the fact he had not violated his probation or any of their terms. He encouraged the Council to hear the man before them this evening, understand that he has confessed his crimes, has undergone therapy, has a good track record and was trying to move forward with his life. He stated the issue before the Council was an issue of non-disclosure and not about what Mr. Sutherland might or might not do. He understood this was not an easy call. He would have rather the matter be tabled and reconsidered, but he could also support the Council upholding the appeal.

Councilmember Klint reiterated that the Council was being asked to review Mr. Sutherland's rental license request because of the omission. She supported Mr. Sutherland going through the entire process again.

Councilmember Johnson hoped that staff would not be bringing this matter back before the City Council for "good cause" given the level of discussion held by the Council this evening. He believed the omission was not intentional or fatal.

Councilmember Klint agreed.

Councilmember Manning stated if this matter were not to come back to the Council he would be voting based on the previous omission.

Councilmember Demmer requested staff investigate the possibility of background checks on landlords be presented to tenants. He did not know if this was possible, but wanted this information to be made available to all current and future renters.

Councilmember Johnson did not believe it would be possible for the results from a background check to be provided to tenants due to the fact there was confidential and non-public data. He stated he found all of the information on Mr. Sutherland through public court records. In addition, the rental license documents and appeal were all now a matter of public record.

THE MOTION PASSED 5-2 (MANNING AND WELLS OPPOSED).

13.     CONSIDER RESOLUTION 16-29, A RESOLUTION AMENDING THE 2016 BUDGET FOR THE JOINT LAW ENFORCEMENT COUNCIL AND CONSIDER AGREEMENT WITH JLEC
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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER JOHNSON, TO AUTHORIZE AN AGREEMENT WITH THE ANOKA COUNTY JOINT LAW ENFORCEMENT COUNCIL TO PROVIDE A PUBLIC SAFETY DATA SYSTEM ASSISTANT SYSTEM MANAGER WITH 80% OF THAT POSITION'S COST TO BE REIMBURSED BY THE JLEC; AND ADOPT RESOLUTION NO. 16-29 AMENDING THE 2016 BUDGET FOR JOINT LAW ENFORCEMENT COUNCIL SYSTEM MANAGEMENT. THE MOTION PASSED UNANIMOUSLY.

14.     CONSIDER RESOLUTION 16-28 AMENDING THE 2016 FACILITY CONSTRUCTION BUDGET TO FUND CARD READERS AND SECURITY CAMERAS FOR CITY CENTER BUILDING
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The Staff report was shared with Council.

Councilmember Klint asked if the Council was increasing the budget. Finance Director Legg explained how the budget would be amended and funds would be shifted to cover the expense of the security equipment.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KLINT, TO ADOPT RESOLUTION NO. 16-28 AMENDING THE 2016 FACILITY CONSTRUCTION BUDGET FOR THE PURCHASE AND INSTALLATION OF SECURITY

EQUIPMENT FOR THE CITY CENTER BUILDING.      THE MOTION PASSED UNANIMOUSLY.

15.      CONSIDER RESOLUTION 16-30, ACCEPTING THE DONATION OF A LIFEPAK AED AND APPROVE BUDGET AMENDMENT FOR THE PURCHASE OF AN ADDITIONAL LIFEPAK AED

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The Staff report was shared with Council.

MOTION BY COUNCILMEMBER DEMMER, SECONDED BY COUNCILMEMBER WELLS, TO ADOPT RESOLUTION NO. 16-30 ACCEPTING THE DONATION OF A LIFEPAK AED FROM NHL ALUMNI MINNESOTA AND APPROVE A BUDGET AMENDMENT FOR THE PURCHASE OF AN ADDITIONAL LIFEPAK AED.

City Manager Stemwedel explained the AED Lifepak will be presented to the City by the NHL Alumni Minnesota group at the hockey event this weekend.

THE MOTION PASSED UNANIMOUSLY.

OPEN MIC/PUBLIC COMMENT

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Mayor Koch reviewed the rules of order for the Open Mic/Public Comment portion of the meeting.

REPORTS ON PREVIOUS OPEN MIC

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None.

OTHER BUSINESS

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Councilmember Wells requested comment from staff on the letter that was sent to residents living along Mississippi Boulevard. Public Works Director Himmer explained Mississippi Boulevard was slated for reconstruction in 2016. He noted the work along this roadway would be extensive. He discussed the contents of the letter further and noted the City was proposing to have one side of the roadway be turned into a trail. This would mean parking would be restricted on one side of the road. He encouraged those that would be impacted by this project to attend the Public Hearing on February 16<sup>th</sup>.

Councilmember Manning was disappointed with the Snowflake Days activities that were

canceled. He questioned why the bonfire and sleigh rides were canceled. He encouraged the Snowflake Days committee to better inform the public on when events are canceled. Fire Chief Piper explained the decisions were made based on the fact the temperatures were too high.

City Manager Stemwedel noted there would be a special election on Tuesday, February 9<sup>th</sup> and the Council would be meeting in worksession on Wednesday, February 10<sup>th</sup>. He reported another worksession may be held at the end of the month.

ADJOURN

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MOTION BY COUNCILMEMBER GEISLER, SECONDED BY COUNCILMEMBER KLINT,  
TO ADJOURN THE MEETING AT 8:45 P.M. THE MOTION PASSED UNANIMOUSLY.

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Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk





## City Council Regular

2.

**Meeting Date:** 02/16/2016

**Subject:** Authorize Purchase of Jetter/Camera Truck

**Submitted For:** Sharon Legg, Finance Director      **From:** Dalton Larson

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### **INTRODUCTION**

Staff is seeking Council approval to purchase a 2017 Freightliner M2 106 with an Eco Truck Mount Jetter/Camera Assembly to replace the existing Unit #215.

### **DISCUSSION**

The 2016 Sewer Fund Budget includes \$256,000 to replace the existing sewer jet truck with \$50,000 budgeted for the trade-in value on the existing truck. A bid obtained from the state contract for a Freightliner from Flexible Pipe Tool Company resulted in a total cost of \$253,405 which includes \$65,403 for the 2017 Freightliner M2 Single-Axle Chassis and \$188,002 for the jetter/camera and other additional features. Including a trade-in credit offered of \$45,000 for the existing truck, the net sales prices totals \$208,405.

Staff is recommending in lieu of immediately trading in the existing truck, to first attempt to auction the old truck in an effort to receive a higher sales price than the stated trade-in offer. Staff will set a minimum reserve for the amount of the trade-in value offered. If the City is unsuccessful in selling the old truck, the vendor has agreed to honor the original trade in value of \$45,000 and the City would proceed with trading-in the old truck and completing the purchase transaction. The overall lead time on this transaction is eight to ten weeks.

### **RECOMMENDATION**

Staff recommends that the City Council authorize the purchase of a new Jetter/Camera Sewer truck (Unit# 215) and allow for the trade-in (or auction) of the existing jet truck.

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## City Council Regular

3.

**Meeting Date:** 02/16/2016

**Subject:** Receive 2015 Year End Gambling Expenditure Report

**From:** Stephanie Lincoln, Deputy City Clerk

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### **INTRODUCTION**

City Code 5-2010 requires a semi-annual accounting of gambling expenditures which directly benefit Coon Rapids and cities within the trade area from the organizations licensed by the State Gambling Control Board.

### **DISCUSSION**

Staff has received and reviewed the semi-annual reports for July 1 through December 31, 2015 showing gambling expenditures within the City of Coon Rapids and trade area for the six organizations at 14 locations (see attached list). The combined net profit this period was reported at \$418,845.96 with expenditures within the trade area (which includes City of Coon Rapids) reported at \$333,480.30. The reported combined expenditures specifically within the City of Coon Rapids was \$299,318.30. All organizations achieved the 60% expenditure requirement within the trade area for this year with the exception of the Coon Rapids Lions and the Coon rapids VFW Post #9625. A notice has been sent to both organizations outlining the Code requirements.

### **RECOMMENDATION**

Council is requested to receive the gambling expenditure report for the second half of 2015.

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### **Attachments**

Expenditure Report  
Gambling Permit Holders

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### January 1 - June 30, 2015 Semi-Annual Gambling Expenditures Report

Organization	Net Profit	Coon Rapids		Trade Area Expenditures	Trade Area %
		Expenditures	Coon Rapids %		
American Legion Post #334	\$ 33,528.68	\$ 30,485.00	91%	\$ 38,630.00	115%
Coon Rapids Lions	\$ 18,887.00	\$ 16,450.98	87%	\$ 19,519.98	103%
Coon Rapids Mat Bandits	\$ 96,322.22	\$ 112,925.43	117%	\$ 112,925.43	117%
Coon Rapids National Little League	\$ 61,539.97	\$ 68,454.75	111%	\$ 68,454.75	111%
Coon Rapids VFW Post #9625	\$ 42,032.06	\$ 7,156.00	17%	\$ 18,433.00	44%
Coon Rapids Youth Hockey	\$ 105,708.01	\$ 121,562.15	115%	\$ 122,612.15	116%
1st Half Total	\$ 358,017.94	\$ 357,034.31	100%	\$ 380,575.31	106%

### July 1 - December 31, 2015 Semi-Annual Gambling Expenditures Report

Organization	Net Profit	Coon Rapids		Trade Area Expenditures	Trade Area %
		Expenditures	Coon Rapids %		
American Legion Post #334	\$ 55,642.00	\$ 25,289.00	45%	\$ 33,970.00	61%
Coon Rapids Lions	\$ 18,563.36	\$ 1,306.90	7%	\$ 2,306.90	12%
Coon Rapids Mat Bandits	\$ 125,721.97	\$ 133,857.00	106%	\$ 133,857.00	106%
Coon Rapids National Little League	\$ 86,222.36	\$ 73,470.20	85%	\$ 73,470.20	85%
Coon Rapids VFW Post #9625	\$ 42,846.14	\$ 5,490.00	13%	\$ 29,971.00	70%
Coon Rapids Youth Hockey	\$ 89,850.13	\$ 59,905.20	67%	\$ 59,905.20	67%
2nd Half Total	\$ 418,845.96	\$ 299,318.30	71%	\$ 333,480.30	80%

### January 1 - December 31, 2015 Semi-Annual Gambling Expenditures Report

Organization	Net Profit	Coon Rapids		Trade Area Expenditures	Trade Area %
		Expenditures	Coon Rapids %		
American Legion Post #334	\$ 89,170.68	\$ 55,774.00	63%	\$ 72,600.00	81%
Coon Rapids Lions	\$ 37,450.36	\$ 17,757.88	47%	\$ 21,826.88	58%
Coon Rapids Mat Bandits	\$ 222,044.19	\$ 246,782.43	111%	\$ 246,782.43	111%
Coon Rapids National Little League	\$ 147,762.33	\$ 141,924.95	96%	\$ 141,924.95	96%
Coon Rapids VFW Post #9625	\$ 84,878.20	\$ 12,646.00	15%	\$ 48,404.00	57%
Coon Rapids Youth Hockey	\$ 195,558.14	\$ 181,467.35	93%	\$ 182,517.35	93%
Grand Total	\$ 776,863.90	\$ 656,352.61	84%	\$ 714,055.61	92%

# COON RAPIDS GAMBLING LICENSES

REVISED AS OF 2/9/16

organization	location(s)	Address(es)	Type
American Legion Post #334	American Legion Post #334	11640 Crooked Lake Boulevard	
			EPT
			EPT
Coon Rapids Lion's Club	Classic Bowl	11707 Round Lake Boulevard	
	Kendall's Chophouse	12800 Bunker Prairie Road	
	Coon Rapids Liquor	11239 Foley Blvd	EPT
			EPT
Coon Rapids Mat Bandits Wrestling Club	Broadway Pizza	3420 129 <sup>th</sup> Avenue NW	
	Shortstop	421 Northdale Boulevard	
	Boulevard Bar and Grill	3395 Coon Rapids Boulevard	
			EPT
			EPT
Coon Rapids National Little League	The Well	35 Coon Rapids Boulevard	
	Willy's	2501 Coon Rapids Boulevard	
	Sammy's Pizza dba Five Four Lounge	445 99 <sup>th</sup> Ave NW, Suite 54	
			EPT
			EPT
Coon Rapids Youth Hockey Association	Scoop's Pub	482 Northdale Boulevard	
	Carbone's/CR Billiards	8525 Cottonwood Street	
	Chanticlear Pizza	11706 Crooked Lake Blvd NW	
			EPT
			EPT
Coon Rapids VFW Post #9625	VFW Post #9625	1919 Coon Rapids Boulevard	
			EPT
			EPT

EPT = Electronic Pull-Tab

( ) = Proposed



## City Council Regular

4.

**Meeting Date:** 02/16/2016

**Subject:** Adopt Resolution 16-32 Amending the 2016 Budget for the Purchase of a Replacement Police Vehicle

**Submitted For:** Sharon Legg, Finance Director **From:** Dalton Larson

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### **INTRODUCTION**

Staff is recommending a budget amendment for the purchase of a 2016 Dodge Charger plus accessories to replace the existing squad car (Unit P-6).

### **DISCUSSION**

Unit P-6 was involved in a vehicle fire and deemed a total loss as of February 8, 2016. On February 4, 2016, while an officer responded to a call, a fire had started inside the trunk of the squad car. After the fire department arrived and extinguished the fire, towed the squad vehicle back to the police station, an investigation was conducted by CRFD to determine the origin of the fire. Upon inspection, it was determined that a piece of metal fell below the carpeted lining of the trunk and contacted a piece of wiring resulting in a spark which ignited the trunk lining resulting in a fire. Due to fire, smoke, and water damage, the vehicle and the majority of the equipment inside is a total loss.

The new squad car has a total purchase price of \$52,486 which includes \$25,962 for a 2016 Dodge Charger quoted on the state contract, as well as approximately \$26,524 in costs to setup the vehicle for police use, accessories, and new equipment to replace the damaged equipment in the previous vehicle. The police department was able to salvage the laptop computer and squad weapon prior to any fire damage, a savings of approximately \$4,000. The cost of the replacement unit was not budgeted in the Insurance fund budget for 2016 and due to the City's insurance policy/deductible this will not be covered under insurance.

### **RECOMMENDATION**

Staff is recommending City Council authorize RS 16-32 amending the 2016 Insurance fund budget for the purchase of a new squad vehicle to replace the existing Unit P-6 and new equipment and accessories to setup the vehicle for police use.

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### **Attachments**

Resolution 16-32

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**RESOLUTION NO. 16-32**

**RESOLUTION AMENDING THE 2016 INSURANCE FUND BUDGET**

**WHEREAS**, Section 1-700 of the City Charter provides for adoption of an annual budget and the subsequent amendments; and

**WHEREAS**, the 2016 budget does not include funds for the purchase of a replacement squad vehicle for Unit P6; and

**WHEREAS**, the existing police vehicle was declared a total loss on February 8, 2016 due to a vehicle fire in the trunk of the squad car as a result of a piece of metal contacting a piece of wiring and igniting the carpeted lining of the trunk causing significant damage to the vehicle, equipment, and accessories within the vehicle; and

**WHEREAS**, the total cost of the loss is estimated to be \$52,486, with \$25,962 of the total amount being designated for the purchase of a 2016 Dodge Charger and an additional \$26,524 for equipment and accessories necessary to setup the vehicle for police use; and

**WHEREAS**, capital outlay purchases must specifically be identified and funded per the City Code 2-803.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota to appropriate funds in the Insurance fund budget of \$52,486 for the purchase of a 2016 Dodge Charger plus equipment and accessories to replace the existing Unit P6 which was deemed a total loss.

Adopted this 16<sup>th</sup> day of February, 2016, by the Coon Rapids City Council.

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Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk



**City Council Regular**

**5.**

**Meeting Date:** 02/16/2016

**Subject:** Receive Gambling Report and Authorize Payment to Community Strength Foundation

**From:** Stephanie Lincoln, Deputy City Clerk

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**INTRODUCTION**

When the Community Strength Foundation was established in 2012, the City Council indicated its intent to contribute 90% of charitable gambling revenues to the Foundation. Council is asked to accept the lawful gambling payments reports for 2015 and authorize the 2015 payment.

**DISCUSSION**

The City Council has indicated its intent to disburse 90% of available charitable gambling revenue to the Community Strength Foundation. In 2015, the total lawful gambling contribution to the City equaled \$38,843.22 (see attached report for details), making the 90% contribution equal to \$34,958.90.

The 2015 cumulative fund balance for this account is \$21,583.44. In addition to this amount, the cumulative fund balance for the annual TC Gateway grant is \$6,405.30 for a combined total of \$27,988.74. As authorized by State statute and directed by Council in 2012, these funds may be used for projects deemed appropriate by Council.

**RECOMMENDATION**

Accept the 2015 5% Lawful Gambling Payments Report and authorize the expenditure of \$34,958.90 to the Community Strength Foundation.

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**Attachments**

5 Percent Lawful Gambling

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## Lawful Gambling 5% Contributions

### 2014 5% Lawful Gambling Payments Received

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
American Legion Post 334	\$ 1,274.00	\$ 1,162.00	\$ 2,113.00	\$ 1,943.00	\$ <b>6,492.00</b>
Coon Rapids Lions Club	\$ 534.50	\$ -	\$ 697.05	\$ 358.90	\$ <b>1,590.45</b>
Coon Rapids Mat Bandits	\$ 3,121.29	\$ 2,323.66	\$ 4,032.38	\$ 2,149.12	\$ <b>11,626.45</b>
Coon Rapids Nat'l Little League	\$ 2,015.27	\$ 718.29	\$ 3,063.42	\$ 1,310.67	\$ <b>7,107.65</b>
Coon Rapids Youth Hockey	\$ 3,731.52	\$ 1,957.96	\$ 3,291.57	\$ 2,492.17	\$ <b>11,473.22</b>
VFW Post 9625	\$ 264.27	\$ 406.20	\$ 994.65	\$ 761.50	\$ <b>2,426.62</b>
<b>Total</b>	\$ <b>10,940.85</b>	\$ <b>6,568.11</b>	\$ <b>14,192.07</b>	\$ <b>9,015.36</b>	\$ <b>40,716.39</b>

### 2015 5% Lawful Gambling Payments Received

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
American Legion Post 334	\$ 1,317.65	\$ 358.77	\$ 1,254.19	\$ 1,527.89	\$ <b>4,458.50</b>
Coon Rapids Lions Club	\$ 815.95	\$ 128.40	\$ 233.72	\$ 694.45	\$ <b>1,872.52</b>
Coon Rapids Mat Bandits	\$ 1,791.39	\$ 3,024.77	\$ 3,412.25	\$ 2,873.84	\$ <b>11,102.25</b>
Coon Rapids Nat'l Little League	\$ 2,144.08	\$ 932.92	\$ 2,537.28	\$ 1,773.83	\$ <b>7,388.11</b>
Coon Rapids Youth Hockey	\$ 3,996.73	\$ 1,288.67	\$ 1,984.53	\$ 2,507.98	\$ <b>9,777.91</b>
VFW Post 9625	\$ 1,473.66	\$ 627.96	\$ 988.09	\$ 1,154.22	\$ <b>4,243.93</b>
<b>Total</b>	\$ <b>11,539.46</b>	\$ <b>6,361.49</b>	\$ <b>10,410.06</b>	\$ <b>10,532.21</b>	\$ <b>38,843.22</b>





## City Council Regular

6.

**Meeting Date:** 02/16/2016

**Subject:** Authorize Application for Coon Creek Watershed Grant

**Submitted For:** Colleen Sinclair, Recycling Coordinator

**From:** Colleen Sinclair, Recycling Coordinator

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### **INTRODUCTION**

Staff is seeking Council approval to apply for a water conservation grant from the Coon Creek Watershed District.

### **DISCUSSION**

Staff would like to apply for a grant to run a pilot project on water conservation with irrigation systems, which is a top education concern for the Watershed District. Ten homes will be selected and monitored for water usage using past and future water data. Commercial grade water sensors will be professionally installed by a local irrigation company on these properties.

The cost of the unit is \$55.00 and installation is \$60.00 for a total cost of \$115.00 per property. Therefore, the total project cost to install the sensors at 10 locations is \$1,150.00. The grant, if received, would cover \$1,000.00 and require a City match of \$150.00.

This project will be promoted at the Green Expo, April 23, 2016. Coon Rapids residents that meet our basic criteria can apply at the Expo, and will be selected by City staff. Each resident will enter an agreement to be monitored over a three year period and usage data will be used for education and future conservation projects.

### **RECOMMENDATION**

Staff recommends that the City Council approve the request to apply for a \$1,000 grant from the Coon Creek Watershed District for a water conservation pilot program.

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**City Council Regular**

7.

**Meeting Date:** 02/16/2016

**Subject:** Adopt Resolution 16-31, Accepting 2016 SCORE Grant from Anoka County

**Submitted For:** Colleen Sinclair, Recycling Coordinator

**From:** Colleen Sinclair, Recycling Coordinator

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**INTRODUCTION**

Anoka County has submitted the 2016 SCORE Recycling Agreement for Residential Recycling to the City of Coon Rapids for approval.

**DISCUSSION**

Attached is the agreement between Coon Rapids and Anoka County for funding of the residential solid waste recycling program. The term of this Agreement is from January 1, 2016 through December 31, 2016. The funds within this agreement are used to meet the 2016 recycling goal of 5,981 tons, as set by Anoka County. Coon Rapids is entitled to receive reimbursement for eligible activities up to \$231,335. The 2016 recycling budget was approved by the City and County, with SCORE funds available to Coon Rapids in the amount of \$231,335.

**RECOMMENDATION**

Staff recommends that the City Council adopt Resolution 16-31, approving the 2016 SCORE grant from Anoka County.

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**Attachments**

SCORE Grant Agreement  
Resolution 16-31

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**2016 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM**

**THIS AGREEMENT** made and entered into on the 1st day of January, 2016, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF COON RAPIDS, hereinafter referred to as the "MUNICIPALITY".

**WITNESSETH:**

**WHEREAS**, Anoka County will receive \$990,178 in funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557 (hereinafter "SCORE funds") during 2016; and

**WHEREAS**, pursuant to legislation a portion of the SCORE funds must be used to encourage recycling of source-separated compostable materials, and Anoka County has determined that the minimum amount for this program is \$85,907; and

**WHEREAS**, Anoka County will also receive \$275,635.55 in funding pursuant to Minn. Stat. § 471.8441 (hereinafter "LRDG funds") during 2016; and

**WHEREAS**, Anoka County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs, so that the total budget for the Residential Recycling Program is \$1,390,178; and

**WHEREAS**, the County wishes to assist the Municipality in meeting recycling goals established by the Anoka County Board of Commissioners by providing said SCORE and LRDG funds to cities and townships in the County for solid waste recycling programs.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:

1. **PURPOSE.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality.
2. **TERM.** The term of this Agreement is from January 1, 2016 through December 31, 2016, unless earlier terminated as provided herein.
3. **DEFINITIONS.**
  - a. "Full Service Recycling drop-off center" means centralized permanent drop off center that is open at least two times a week and accepts at least four types of materials beyond traditional curbside recyclables, i.e.: mattresses, appliances, scrap metal, carpet, furniture, source separated compostables, electronics, etc. Materials will be accepted at either a discounted rate or at no cost.
  - b. "Multi-unit households" means households within apartment complexes, condominiums, townhomes, mobile homes and senior housing complexes.

- c. "Opportunity to recycle" means providing recycling and curbside pickup or collection centers for recyclable materials as required by Minn. Stat. § 115A.552.
  - d. "Problem material" shall have the meaning set forth in Minn. Stat. § 115A.03, Subd. 24a.
  - e. "Public entity waste" as defined by Minn. Stat. § 115A.471 (b).
  - f. "Quasi-Municipal Event" means community festivals which appear to the public to be supported and run by the municipality but in fact are sponsored or co-sponsored by an independent non-profit 501c(3) organization, for example: the Anoka Halloween Parade.
  - g. "Recyclable materials" means materials that are separated from mixed municipal solid waste for the purpose of recycling, including paper, glass, plastics, metals, fluorescent lamps, major appliances and vehicle batteries.
  - h. "Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form or using them in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.
  - i. "Refuse derived fuel" (RDF) or other material that is destroyed by incineration is not a recyclable material.
  - j. "Source separated compostables" (commonly called "organics") shall have the meaning set forth in Minn. Stat. § 115A.03, Subd. 32a.
  - k. "Yard waste" shall have the meaning set forth in Minn. Stat. § 115A.03, Subd. 38.
4. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 5,981 tons of recyclable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling.
- a. The Municipal recycling program shall include the following components:
    - i. Each household (including multi-unit households) in the Municipality shall have the opportunity to recycle at least four broad types of materials, such as paper (including cardboard/paperboard cartons), glass, plastic, metal and textiles.
    - ii. The recycling program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules and regulations.
    - iii. The Municipality shall implement a public information program that contains at least the following components:
      - (1) One promotion is to be mailed to each household focused exclusively on the Municipality's recycling program;

- (2) One promotion advertising recycling opportunities available for residents is to be included in the Municipality's newsletter or local newspaper; and
  - (3) Two community outreach activities at municipal events to inform residents about recycling opportunities.
- iv. The public information components listed above shall focus on all recyclable materials and the various opportunities to recycle within the Municipality. The Municipality shall incorporate SWMCB Rethink Recycling images and use the toolkits provided when preparing promotional materials. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents.
  - v. The Municipality shall regularly attend the monthly Solid Waste Abatement Advisory Team meetings per year.
  - vi. The Municipality shall offer one or two spring and fall clean-up/recycling drop-off event(s) where items not normally accepted at the curb are collected for recycling. If the Municipality is hosting a Monthly drop off as described in 4.b.i below, the spring/fall clean-up/recycling drop-off events may be included within that program.
- b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.
    - i. Organize monthly/quarterly recycling drop offs which can be held in conjunction with neighboring municipality(ies) on a cooperative basis for the citizens of both/all Municipalities.
    - ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored or Quasi-Municipal events and festivals. The feasibility of adding organics collection at the event may also be explored and added to the event as an enhancement to the waste abatement program.
    - iii. Provide the opportunity for citizens to engage in recycling activities at municipal and quasi-municipal facilities such as athletic fields and public centers.
    - iv. Organize and manage a Full Service Recycling Drop-off Center.
    - v. Develop enhanced recycling promotion and assistance for multi-units.
    - vi. Develop additional opportunities for Source-Separated Compostables/Organics collection.
  - c. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall work with the County to prepare a plan to achieve the recycling goals set forth in this Agreement.
  - d. The Municipality's recycling program shall be limited to residential programming for funding reimbursements under this Agreement. The County will not reimburse

business recycling programming or household hazardous waste programming by the Municipality. Any inquiries or requests regarding these topics should be sent to the County for response.

- e. In addition to the above requirements designed to increase residential recycling opportunities, the Municipality shall provide recycling opportunities in all municipal buildings including but not limited to, city offices, public meeting rooms and parks, as required by Minn. Stat. § 115A.151. If items collected through the Municipal recycling program prove to be contaminated or not recyclable, those items shall be treated as public entity waste and must be processed at a resource recovery facility.
5. **REPORTING.** The Municipality shall submit the following reports semi-annually to the County no later than July 20, 2016 and January 10, 2017:
- a. An accounting of the amount of waste which has been recycled as a result of the Municipality's activities and the efforts of other community programs, redemption centers and drop-off centers. For recycling programs, the Municipality shall certify the number of tons of each recyclable material which has been collected and the number of tons of each recyclable material which has been marketed. For recycling programs run by other persons or entities, the Municipality shall also provide documentation on forms provided by the County showing the tons of materials that were recycled by the Municipality's residents through these other programs. The Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this agreement. The Municipality shall also report the number of cubic yards or tons of yard waste collected for composting or land spreading, together with a description of the methodology used for calculations. Any other material removed from the waste stream by the Municipality, i.e. tires and used oil, shall also be reported separately.
  - b. Information regarding any revenue received from sources other than the County for the Municipality's recycling programs.
  - c. Copies of all promotional materials that have been prepared by the Municipality during the term of this Agreement to promote its recycling programs.

The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.

6. **BILLING AND PAYMENT PROCEDURE.** The Municipality shall submit itemized invoices semiannually to the County for abatement activities no later than July 20, 2016 and January 10, 2017. Costs not billed by January 10, 2017 will not be eligible for funding. The invoices shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners.
7. **ELIGIBILITY FOR FUNDS.** The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up to the project maximum as computed below, which shall not exceed \$231,335.00. The project maximum for eligible expenses shall be computed as follows:
- a. A base amount of \$10,000.00 for recycling activities only;

- b. \$5.00 per household for recycling activities only; as provided according to the schedule in Attachment A for each of the following services: Full Service Recycling Drop-off Center, Spring/Fall or Monthly Drop-off events; Municipal Park Recycling; Community Event Recycling; Multi-unit Recycling; and Source Separated Compostables Collection;
- c. After considering the 2015 Municipal Funding Request (Attachment B) designating the additional Grant Projects that the City will undertake in the upcoming year; and
- d. Including an additional change order contingency of up to 10% of the total of the first three items in this list.

Notwithstanding any provision to the contrary, the County reserves the right to reduce the funding provided hereunder in the event the City does not undertake and complete the additional Grant Projects referenced in Attachment B. The County also reserves the ability to assess the programs and reallocate unused SCORE and LRDG funds mid-year if any participating Municipality demonstrates the need for the funding and funds are available.

- 8. **RECORDS.** The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, Subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.
- 9. **AUDIT.** Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.
- 10. **GENERAL PROVISIONS.**
  - a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state or local laws, ordinances, rules, regulations or standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement. In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement.
  - b. No person shall illegally, on the grounds of race, creed, color, religion, sex, marital status, public assistance status, sexual preference, handicap, age or national origin, be excluded from full employment rights in, participation in, be denied the benefits of,

or be otherwise subjected to unlawful discrimination under any program, service or activity hereunder. The Municipality agrees to take affirmative action so that applicants and employees are treated equally with respect to the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, selection for training, rates of pay, and other forms of compensation.

- c. The Municipality shall be responsible for the performance of all subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.
  - d. The Municipality agrees that the Municipality's employees and subcontractor's employees who provide services under this Agreement and who fall within any job classification established and published by the Minnesota Department of Labor & Industry shall be paid, at a minimum, the prevailing wages rates as certified by said Department.
  - e. It is understood and agreed that the entire agreement is contained herein and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.
  - f. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.
  - g. Contracts let and purchases made under this Agreement shall be made by the Municipality in conformance with all laws, rules, and regulations applicable to the Municipality.
  - h. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.
  - i. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and Municipality, nor shall the Municipality, its employees, agents or representatives be considered employees, agents, or representatives of the County for any purpose.
11. **PUBLICATION.** The Municipality shall acknowledge the financial assistance of the County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by the Anoka County Board of Commissioners and State SCORE funds (Select Committee on Recycling and the Environment)." The Municipality shall provide copies of all promotional materials funded by SCORE funds.

The County shall provide all printed public information pieces about County programs. A Municipality shall not modify County publications related to business recycling, household hazardous waste management or the County compost sites.

Information about the County's business recycling program, household hazardous waste management program or County compost sites that a Municipality plans to publish in a



Municipal communication, printed or electronic, shall be provided to the County for review and approved by the County prior to publication to ensure accuracy and consistency.

12. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

13. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days' written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

**The Remainder of this page left intentionally blank.**

**IN WITNESS WHEREOF**, the parties hereunto set their hands as of the dates first written above:

**CITY OF COON RAPIDS**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Municipality's Clerk

Date: \_\_\_\_\_

Approved as to form and legality:

By: \_\_\_\_\_

Date: \_\_\_\_\_

**COUNTY OF ANOKA**

By: \_\_\_\_\_

Rhonda Sivarajah, Chair  
Anoka County Board of Commissioners

Date: \_\_\_\_\_

By: \_\_\_\_\_

Jerry Soma  
County Administrator

Date: \_\_\_\_\_

Approved as to form and legality:

By: \_\_\_\_\_

Kathryn M. Timm  
Assistant County Attorney

Date: \_\_\_\_\_

**2016 Municipal Funding Request  
Attachment B**

The City of Coon Rapids is requesting the following funding for their municipal efforts in 2016.

Grant Projects	Eligible Allocations	Amount Requested
Municipal Base Funding Allocation	\$129,525.00	\$129,525.00
Full Service Drop-off Center Allocation (Staffed or unstaffed)	\$30,000.00	30,000
Monthly/Quarterly Drop-off Events	\$15,000.00	\$ 15,000
Municipal Park/Community Event Recycling	\$3,000.00	\$ 3,000
Multi-Unit /Curbside Recycling	\$6,000.00	\$ 6,000
General Enhancement Grant (Additional promotion efforts, staffing,) Insert a description of the efforts being proposed below.	\$23,905.00	\$ 23,905
Source-Separated Compostables/Organics Grant	\$23,905.00	\$ 23,905
Total Amount Eligible Being Requested for 2016	\$231,335.00	* 231,335.00

A description of the efforts being proposed for the General Enhancement Grants.

City staff will use this funding to enhance what we currently have added in the past recent years. Additional marketing and educational recourses will be used; post cards will be mailed to homes. A forklift will be purchased for our growing needs. Additional storage carts will be purchased for the cart tipper purchased with 2015 funds.

The City of Coon Rapids requests \*231,335.00 for 2016 Municipal Funding.

Date 2-10-2016

Name Colleen Sinclair

Title Recycling Coordinator

\*these amounts should match and may not exceed eligible allocation total. This amount will be 10% less than the contract maximum for the grant.

**RESOLUTION NO. 16-31**

**RESOLUTION ACCEPTING 2016 SCORE GRANT FROM ANOKA COUNTY**

**WHEREAS**, the City applied for and was authorized to receive 2016 SCORE grant funds in the amount of \$231,335; and

**WHEREAS**, the Recycling program is run using these funds; and

**WHEREAS**, the total cost to run the Recycling Program is \$231,335, and

**WHEREAS**, Anoka County will reimburse the costs in the amount up to \$231,335; and

**WHEREAS**, Minn. Stat. 465.03 allows cities to accept grants of real or personal property by resolution adopted by a two-thirds majority of Council; and

**WHEREAS**, the City Council finds the offered grant to be in the public interest; and

**WHEREAS**, Section 1-700 of the City Charter provides for adoption of an annual budget and the subsequent amendments; and

**WHEREAS**, capital outlay purchases must specifically be identified and funded per the City Code 2-803.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota to accept the grant funds from Anoka County for \$231,335 for the purpose to run the Recycling program and recycling Drop off Center; and

Adopted this 16th day of February, 2016.

---

Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk



## City Council Regular

8.

**Meeting Date:** 02/16/2016

**Subject:** Hold Public Hearing/Assessment Hearing, Adopt Resolution 16-1(6A) Ordering Project, Adopt Resolution 16-1(8) Approving Plans and Specifications

**Submitted For:** Mark Hansen, Assistant City Engineer

**From:** Sarah Greene, Administrative Assistant II

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### **INTRODUCTION**

The City Engineering Division is recommending the reconstruction of approximately 1.74 miles of Municipal State Aid (MSA) streets under project 16-1. Council is requested to hold the required public hearing and assessment hearing, order the improvement, approve plans and specifications, and order advertisement for bids.

### **DISCUSSION**

On November 17, 2015, Council accepted the feasibility report and scheduled a public hearing and assessment hearing for February 16, 2016. Legal notice for the hearings was published in the Anoka County UnionHerald, and letters were mailed notifying property owners of the hearings. Open house meetings were held during evening hours on December 2, 2015 and January 20, 2016 to provide information about the project, and to listen to comments and concerns from area businesses and property representatives. Additionally, an open house meeting was held during regular business hours from noon to 5:00 p.m. on February 11, 2016 at the Magnum Trucking facility located at 8835 Evergreen Boulevard to listen to concerns from all affected businesses near the project area.

Improvements to streets proposed for reconstruction include reclamation of the existing bituminous surface and aggregate base, removal and replacement of damaged concrete curb and gutter, sidewalk and pedestrian curb ramp improvements in accordance with ADA requirements, and complete watermain pipe replacement on Evergreen Boulevard from 85th Avenue to 93rd Avenue, as well as 90th Avenue from Evergreen Boulevard to Springbrook Drive. Repairs or replacements to the existing storm sewer and sanitary sewer will take place as needed. The existing raised medians along Evergreen Boulevard are proposed to be removed and replaced with a 16-foot wide continuous left turn lane. A 5-foot wide concrete sidewalk is proposed along the west side of Evergreen Boulevard. The street width of Evergreen Boulevard is proposed to be reduced by 16-feet on the west side, resulting in one through lane in each direction, shoulders on both sides, and a 16-foot wide continuous left turn lane.

The following streets are proposed for reconstruction:

- Evergreen Boulevard from 85th Avenue to Cul-de-sac (SAP 114-117-004)
- 90th Avenue from Evergreen Boulevard to Springbrook Drive (SAP 114-131-001)
- 93rd Avenue from Evergreen Boulevard to Coon Rapids Boulevard (SAP 114-118-004)

Properties proposed to be assessed include one City-owned property, two commercial properties, and 47 industrial properties. The reconstruction assessment rates approved by City Council on November 17, 2015 are \$1,835.45 for single family residential property, \$22.94 per front foot for multi-family residential property, \$45.88 per front foot for commercial property, and \$59.64 per front foot for industrial property. Since all properties on this project are located within an industrial zoned area, all are to be assessed at the industrial rate per front foot. Properties with multiple access points located on separate streets each proposed for reconstruction are assessed based on the total front footage along both streets being reconstructed.

The project would be advertised in March/April and bids received on April 13, 2016. The bid results, a recommendation of contract award, and a resolution adopting assessments will be presented to council on April 19, 2016.

### **RECOMMENDATION**

It is recommended the City Council take the following action:

- a. Hold public hearing and assessment hearing.
- b. Adopt Resolution No. 16-1(6A) ordering the improvement (a super majority vote is needed).
- c. Adopt Resolution No. 16-1(8) approving plans and specifications and ordering advertisement for bids.

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### **BUDGET IMPACT:**

The total estimated cost of the proposed improvement is \$6,787,392.20, with the total amount assessed of \$993,743.75.

The balance of the project cost would be recovered from various funds as follows:

\$3,218,987.49 from MSA Funds.

\$10,000.00 from the Street Reconstruction Fund (797).

\$253,488.96 from the Storm Water Utility Fund (640) recovered through storm drainage charges.

\$1,910,172.00 from the Water System Maintenance Fund (601) recovered through charges for water used.

\$65,000.00 from the Sanitary Sewer Maintenance Fund (620) recovered through sanitary sewer maintenance charges.

\$336,000.00 for the Sidewalk Construction Fund (795).

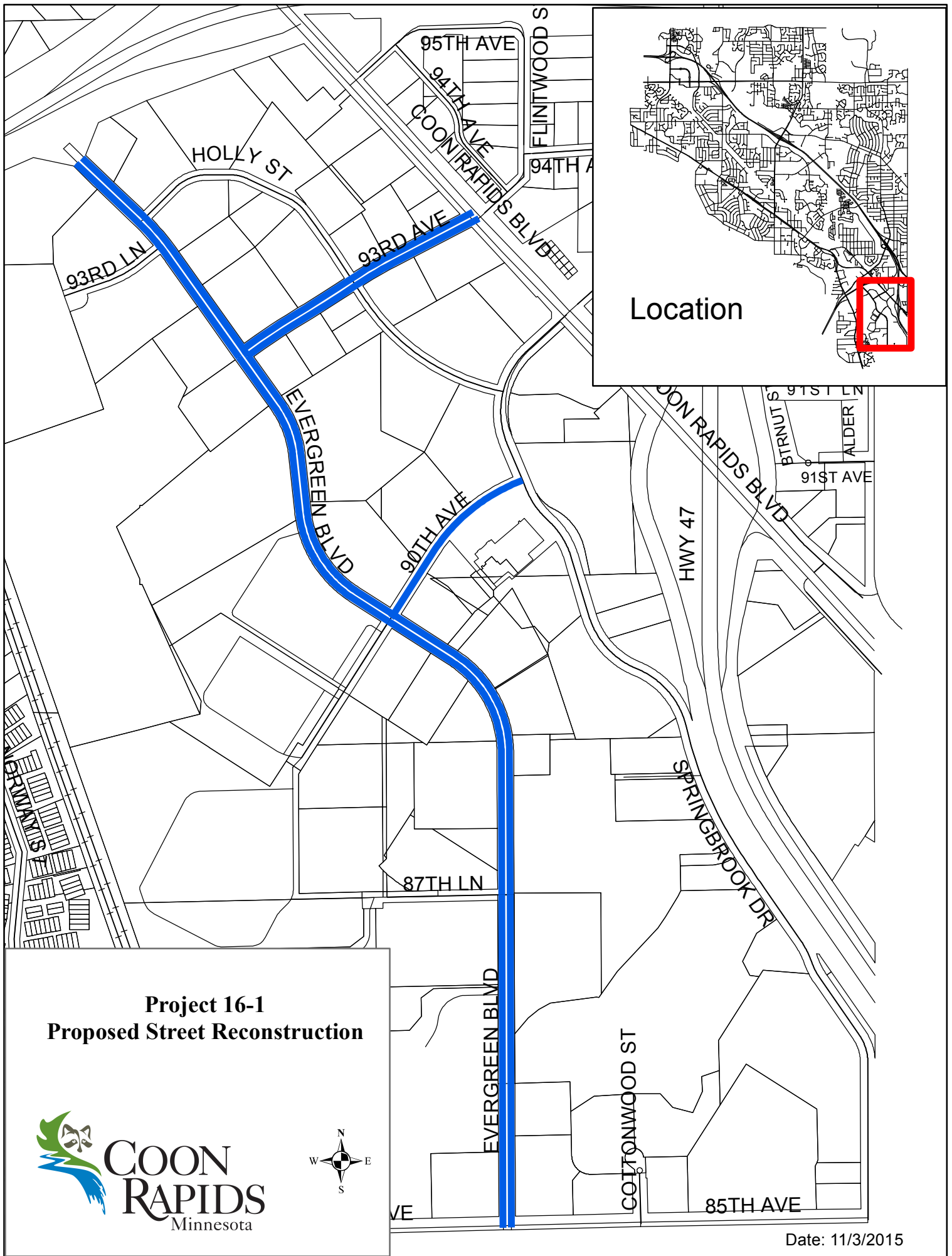
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### **Attachments**

Location Map

Resolution No. 16-1(6A)







**RESOLUTION NO. 16-1(6A)**

**(6) RESOLUTION ORDERING IMPROVEMENT**

**WHEREAS,** a resolution of the City Council adopted on the 17th day of November, 2015, fixed a date for a Council hearing on the proposed improvement of the following State Aid streets:

- Evergreen Boulevard from 85th Avenue to Cul-de-sac (SAP 114-117-004)
- 90th Avenue from Evergreen Boulevard to Springbrook Drive (SAP 114-131-001)
- 93rd Avenue from Evergreen Boulevard to Coon Rapids Boulevard (SAP 114-118-004)

by street reconstruction; and

**WHEREAS,** ten days' published notice of the hearing through two weekly publications of the required notice and mailed notices to affected property owners were given and the hearing was held thereon on the 16th day of February, 2016, at which all persons desiring to be heard were given an opportunity to be heard thereon and the maximum estimated amount of debt to be incurred by the City is \$6,787,392.20; and

**WHEREAS,** the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

**WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota:

1. Such improvement is necessary, cost effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the Council Resolution adopted on the 16th day of February, 2016.

Adopted this 16th day of February, 2016.

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Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk

**RESOLUTION NO. 16-1(8)**

**(8) RESOLUTION APPROVING PLANS AND SPECIFICATIONS  
AND ORDERING ADVERTISEMENT FOR BIDS**

**WHEREAS**, pursuant to a Resolution passed by the Council on the 17th day of November, 2016, the City Engineering Division has prepared plans and specifications for the improvement of the following State Aid streets:

- Evergreen Boulevard from 85th Avenue to Cul-de-sac (SAP 114-117-004)
- 90th Avenue from Evergreen Boulevard to Springbrook Drive (SAP 114-131-001)
- 93rd Avenue from Evergreen Boulevard to Coon Rapids Boulevard (SAP 114-118-004)

by street reconstruction and has presented such plans and specifications to the Council for approval; and

**WHEREAS**, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

**WHEREAS**, this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and in a trade journal, if applicable, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the Clerk until 10:00 a.m. on the 13th day of April, 2016, at which time they will be publicly opened in the City Hall by the City Clerk and Engineer, will then be tabulated, and will be considered by the Council at 7:00 p.m. on the 19th day of April, 2016, in the Council Chambers, and that no bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk for 5% of the amount of such bid.

Adopted this 16th day of February, 2016.

---

Jerry Koch, Mayor

ATTEST:

---

Joan Lenzmeier, City Clerk



## City Council Regular

9.

**Meeting Date:** 02/16/2016

**Subject:** Hold Public Hearing/Assessment Hearing, Adopt Resolution 16-2(6A) Ordering Project, Adopt Resolution 16-2(8) Approving Plans and Specifications

**Submitted For:** Mark Hansen, Assistant City Engineer

**From:** Sarah Greene, Administrative Assistant II

---

### **INTRODUCTION**

The City Engineering Division is recommending the reconstruction of approximately 2.41 miles of Municipal State Aid (MSA) streets under project 16-2. Council is requested to hold the required public hearing and assessment hearing, order the improvement, approve plans and specifications, and order advertisement for bids.

### **DISCUSSION**

On November 17, 2015, Council accepted the feasibility report and scheduled a public hearing and assessment hearing for February 16, 2016. Legal notice for the hearings was published in the Anoka County UnionHerald and letters were mailed notifying property owners of the hearings. Neighborhood meetings were held on December 2, 2015 and January 20, 2016 to provide information about the project, and to listen to comments and concerns from area property owners. Additionally, staff met with Anoka Ramsey Community College staff on February 2, 2016 to discuss the project and schedule.

Improvements to streets proposed for reconstruction include reclamation of the existing bituminous surface and aggregate base, removal and replacement of damaged curb and gutter, sidewalk and pedestrian curb ramp improvements in accordance with ADA requirements, watermain pipe valve and hydrant replacements, and repairs or replacements to the existing storm sewer and sanitary sewer as needed. A letter was sent the week of January 25 to area residents requesting feedback on a proposed on-street marked bicycle and pedestrian trail to be located on the south and west sides of Mississippi Boulevard. This proposal would require no-parking signs to be posted on the south and west sides of the street. Staff is currently reviewing resident feedback and discussing appropriate pedestrian design standards with MnDOT, and will provide an update to Council at the meeting.

The following streets are proposed for reconstruction:

- Mississippi Boulevard from Hanson Boulevard to Coon Rapids Boulevard (SAP 114-105-015)

Properties proposed to be assessed include 158 single family properties, 39 multi-family and condominium properties, one commercial property, and five government/institutional properties. The reconstruction assessment rates approved by City Council on November 17, 2015 are \$1,835.45 for single family residential property, \$22.94 per front foot for multi-family residential property, \$45.88 per front foot for commercial property, and \$59.64 per front foot for industrial property.

The project would be advertised in March/April and bids received on April 13, 2016. The bid results, a recommendation of contract award, and a resolution adopting assessments will be presented to council on April 19, 2016.

### **RECOMMENDATION**

It is recommended the City Council take the following action:

- a. Hold public hearing and assessment hearing.
- b. Adopt Resolution No. 16-2(6A) ordering the improvement (a super majority vote is needed).
- c. Adopt Resolution No. 16-2(8) approving plans and specifications and ordering advertisement for bids.

---

### **BUDGET IMPACT:**

The total estimated cost of the proposed improvement is \$6,662,401.63, with the total amount assessed of \$422,663.08.

The balance of the project cost would be recovered from various funds as follows:

\$3,654,935.55 from MSA Funds.

\$20,000.00 from the Street Reconstruction Fund (797).

\$243,067.00 from the Storm Water Utility Fund (640) recovered through storm drainage charges.

\$2,243,736.00 from the Water System Maintenance Fund (601) recovered through charges for water used.

\$78,000.00 from the Sanitary Sewer Maintenance Fund (620) recovered through sanitary sewer maintenance charges.

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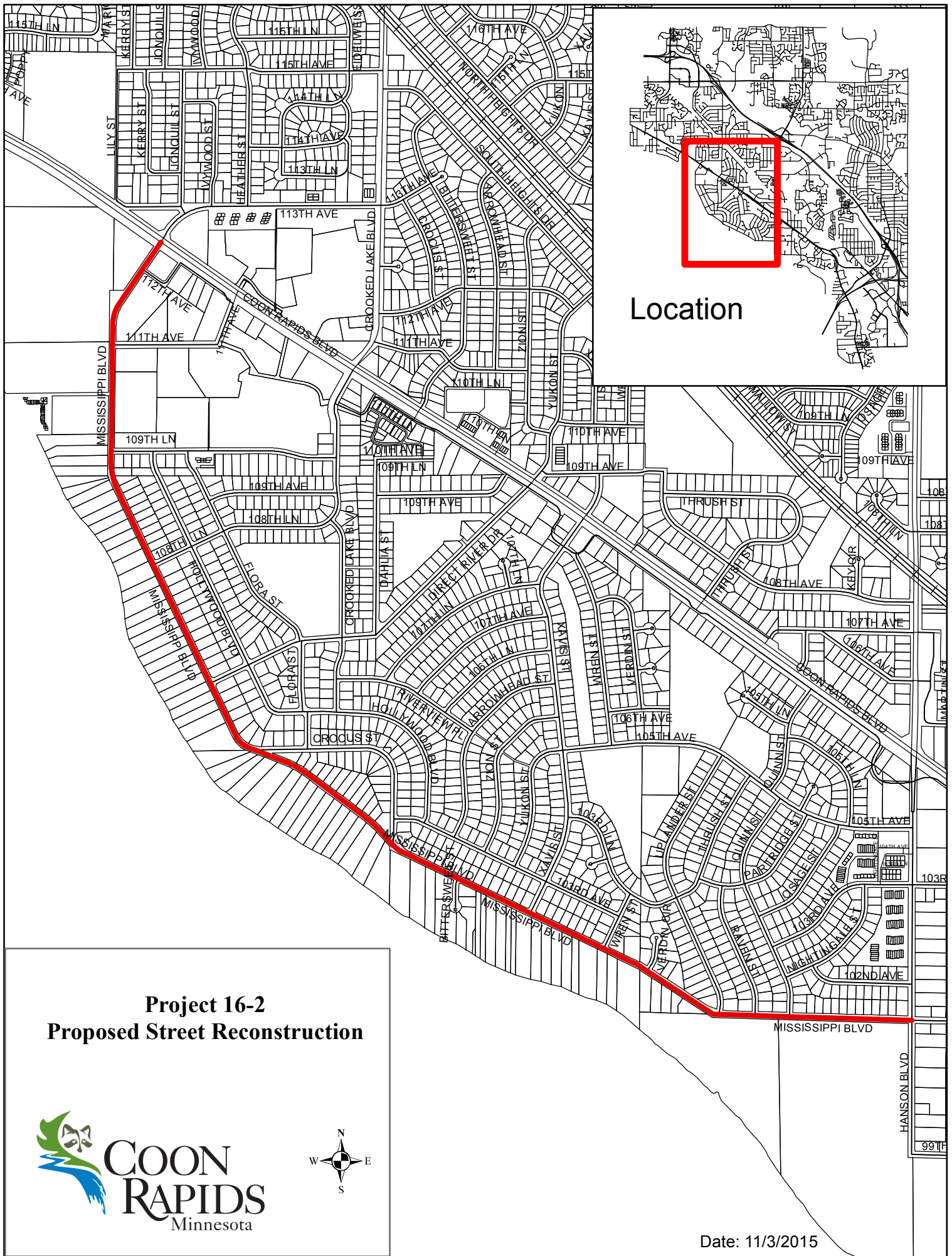
### **Attachments**

Location Map

Resolution No. 16-2(6A)

Resolution No. 16-2(8)

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**RESOLUTION NO. 16-2(6A)**

**(6) RESOLUTION ORDERING IMPROVEMENT**

**WHEREAS,** a resolution of the City Council adopted on the 17th day of November, 2015, fixed a date for a Council hearing on the proposed improvement of the following State Aid streets:

- Mississippi Boulevard from Hanson Boulevard to Coon Rapids Boulevard (SAP 114-105-015)

by street reconstruction; and

**WHEREAS,** ten days' published notice of the hearing through two weekly publications of the required notice and mailed notices to affected property owners were given and the hearing was held thereon on the 16th day of February, 2016, at which all persons desiring to be heard were given an opportunity to be heard thereon and the maximum estimated amount of debt to be incurred by the City is \$6,662,401.63; and

**WHEREAS,** the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

**WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota:

1. Such improvement is necessary, cost effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the Council Resolution adopted on the 16th day of February, 2016.

Adopted this 16th day of February, 2016.

---

Jerry Koch, Mayor

ATTEST:

---

Joan Lenzmeier, City Clerk

**RESOLUTION NO. 16-2(8)**

**(8) RESOLUTION APPROVING PLANS AND SPECIFICATIONS  
AND ORDERING ADVERTISEMENT FOR BIDS**

**WHEREAS**, pursuant to a Resolution passed by the Council on the 17th day of November, 2016, the City Engineering Division has prepared plans and specifications for the improvement of the following State Aid streets:

- Mississippi Boulevard from Hanson Boulevard to Coon Rapids Boulevard (SAP 114-105-015)
- by street reconstruction and has presented such plans and specifications to the Council for approval; and

**WHEREAS**, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

**WHEREAS**, this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and in a trade journal, if applicable, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the Clerk until 2:00 p.m. on the 13th day of April, 2016, at which time they will be publicly opened in the City Hall by the City Clerk and Engineer, will then be tabulated, and will be considered by the Council at 7:00 p.m. on the 19th day of April, 2016, in the Council Chambers, and that no bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk for 5% of the amount of such bid.

Adopted this 16th day of February, 2016.

---

Jerry Koch, Mayor

ATTEST:

---

Joan Lenzmeier, City Clerk



## City Council Regular

10.

**Meeting Date:** 02/16/2016

**Subject:** Hold Public Hearing/Assessment Hearing, Adopt Resolution 16-3(6A) Ordering Project, Adopt Resolution 16-3(8) Approving Plans and Specifications

**Submitted For:** Mark Hansen, Assistant City Engineer

**From:** Sarah Greene, Administrative Assistant II

---

### **INTRODUCTION**

The City Engineering Division is recommending the reconstruction of approximately 1.66 miles of Municipal State Aid (MSA) streets under project 16-3. Council is requested to hold the required public hearing and assessment hearing, order the improvement, approve plans and specifications, and order advertisement for bids.

### **DISCUSSION**

On November 17, 2015, Council accepted the feasibility report and scheduled a public hearing and assessment hearing for February 16, 2016. Legal notice for the hearings was published in the Anoka County UnionHerald and letters were mailed notifying property owners of the hearings. Neighborhood meetings were held on December 8, 2015 and January 14, 2016 to provide information about the project and to listen to comments and concerns from area residents.

Improvements to streets proposed for reconstruction include reclamation of the existing bituminous surface and aggregate base, removal and replacement of damaged curb and gutter, sidewalk and pedestrian curb ramp improvements in accordance with ADA requirements, watermain valve and hydrant replacements, and repairs or replacements to the existing storm sewer and sanitary sewer as needed. A 5-foot wide concrete sidewalk is also proposed along the west side of Crooked Lake Boulevard from 128th Avenue to 126th Lane. Additionally, the City will be performing ancillary storm sewer construction and drain tile replacement on Mississippi Drive to deal with high water table elevations.

The following streets are proposed for reconstruction:

- Crooked Lake Boulevard from 127th Circle to 133rd Avenue (SAP 114-135-011)
- 128th Avenue from Crooked Lake Boulevard to Coon Creek Boulevard (SAP 114-135-011)
- Mississippi Drive from Round Lake Boulevard to Pheasant Ridge Drive (SAP 114-121-014)
- Round Lake Boulevard from Mississippi Drive to 115th Avenue (SAP 114-121-013)



Properties proposed to be assessed include 136 single family residential properties, three conservation land/agricultural properties, two commercial properties, and two government/institutional properties. The reconstruction assessment rates approved by City Council on November 17, 2015 are \$1,835.45 for single family residential property, \$22.94 per front foot for multi-family residential property, \$45.88 per front foot for commercial property, and \$59.64 per front foot for industrial property.

The project would be advertised in March/April and bids received on April 14, 2016. The bid results, a recommendation of contract award, and a resolution adopting assessments will be presented to council on April 19, 2016.

### **RECOMMENDATION**

It is recommended the City Council take the following action:

- a. Hold public hearing and assessment hearing.
- b. Adopt Resolution No. 16-3(6A) ordering the improvement (a super majority vote is needed).
- c. Adopt Resolution No. 16-3(8) approving plans and specifications and ordering advertisement for bids.

---

### **BUDGET IMPACT:**

The total estimated cost of the proposed improvement is \$2,879,534.45, with the total amount assessed of \$342,914.97.

The balance of the project cost would be recovered from various funds as follows:

\$1,466,633.69 from MSA Funds.

\$15,000.00 from the Street Reconstruction Fund (797).

\$483,668.59 from the Storm Water Utility Fund (640) recovered through storm drainage charges.

\$446,317.20 from the Water System Maintenance Fund (601) recovered through charges for water used.

\$65,000.00 from the Sanitary Sewer Maintenance Fund (620) recovered through sanitary sewer maintenance charges.

\$60,000.00 from the Sidewalk Construction Fund (795).

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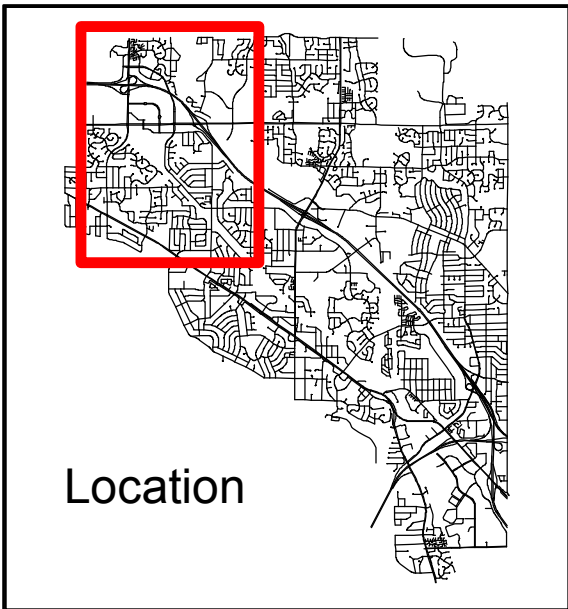
### **Attachments**

Location Map

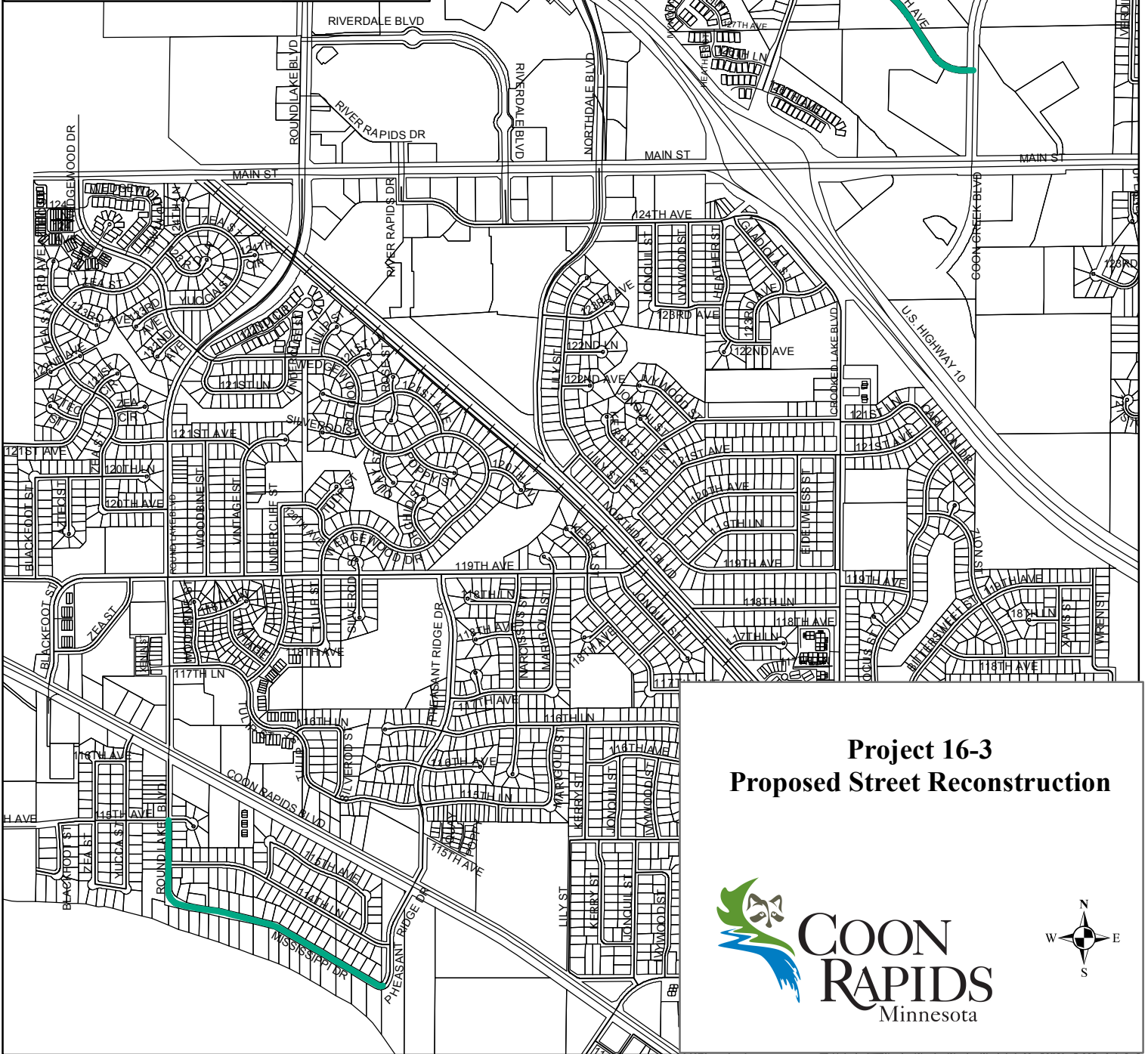
Resolution No. 16-3(6A)

Resolution No. 16-3(8)

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Location



**Project 16-3  
Proposed Street Reconstruction**



## **RESOLUTION NO. 16-3(6A)**

### **(6) RESOLUTION ORDERING IMPROVEMENT**

**WHEREAS,** a resolution of the City Council adopted on the 17th day of November, 2015, fixed a date for a Council hearing on the proposed improvement of the following State Aid streets:

- Crooked Lake Boulevard from 127th Circle to 133rd Avenue (SAP 114-135-011)
- 128th Avenue from Crooked Lake Boulevard to Coon Creek Boulevard (SAP 114-135-011)
- Mississippi Drive from Round Lake Boulevard to Pheasant Ridge Drive (SAP 114-121-014)
- Round Lake Boulevard from Mississippi Drive to 115th Avenue (SAP 114-121-013)

by street reconstruction; and

**WHEREAS,** ten days' published notice of the hearing through two weekly publications of the required notice and mailed notices to affected property owners were given and the hearing was held thereon on the 16th day of February, 2016, at which all persons desiring to be heard were given an opportunity to be heard thereon and the maximum estimated amount of debt to be incurred by the City is \$2,879,534.45; and

**WHEREAS,** the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

**WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota:

1. Such improvement is necessary, cost effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the Council Resolution adopted on the 16th day of February, 2016.

Adopted this 16th day of February, 2016.

---

Jerry Koch, Mayor

ATTEST:

---

Joan Lenzmeier, City Clerk

**RESOLUTION NO. 16-3(8)**

**(8) RESOLUTION APPROVING PLANS AND SPECIFICATIONS  
AND ORDERING ADVERTISEMENT FOR BIDS**

**WHEREAS**, pursuant to a Resolution passed by the Council on the 17th day of November, 2016, the City Engineering Division has prepared plans and specifications for the improvement of the following State Aid streets:

- Crooked Lake Boulevard from 127th Circle to 133rd Avenue (SAP 114-135-011)
- 128th Avenue from Crooked Lake Boulevard to Coon Creek Boulevard (SAP 114-135-011)
- Mississippi Drive from Round Lake Boulevard to Pheasant Ridge Drive (SAP 114-121-014)
- Round Lake Boulevard from Mississippi Drive to 115th Avenue (SAP 114-121-013)

by street reconstruction and has presented such plans and specifications to the Council for approval; and

**WHEREAS**, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

**WHEREAS**, this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and in a trade journal, if applicable, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the Clerk until 10:00 a.m. on the 14th day of April, 2016, at which time they will be publicly opened in the City Hall by the City Clerk and Engineer, will then be tabulated, and will be considered by the Council at 7:00 p.m. on the 19th day of April, 2016, in the Council Chambers, and that no bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk for 5% of the amount of such bid.

Adopted this 16th day of February, 2016.

---

Jerry Koch, Mayor

ATTEST:

---

Joan Lenzmeier, City Clerk



## City Council Regular

11.

**Meeting Date:** 02/16/2016

**Subject:** Hold Public Hearing/Assessment Hearing, Adopt Resolution 16-4(6A) Ordering Project, Adopt Resolution 16-4(8) Approving Plans and Specifications

**Submitted For:** Mark Hansen, Assistant City Engineer

**From:** Sarah Greene, Administrative Assistant II

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### **INTRODUCTION**

The City Engineering Division is recommending the reconstruction of approximately 1.7 miles of Municipal State Aid (MSA) streets under project 16-4. Council is requested to hold the required public hearing and assessment hearing, order the improvement, approve plans and specifications, and order advertisement for bids.

### **DISCUSSION**

On November 17, 2015, Council accepted the feasibility report and scheduled a public hearing and assessment hearing for February 16, 2016. Legal notice for the hearings was published in the Anoka County UnionHerald and letters were mailed notifying property owners of the hearings. Neighborhood meetings were held on December 8, 2015 and January 14, 2016 to provide information about the project, and to listen to comments and concerns from area residents and businesses. Additionally, an open house was held at Lexington Manufacturing (1292 Northdale Boulevard) during regular business hours on February 10, 2016 to address concerns from all affected businesses in the area of construction.

Improvements to streets proposed for reconstruction include reclamation of the existing bituminous surface and aggregate base, removal and replacement of damaged curb and gutter, sidewalk and pedestrian curb ramp improvements in accordance with ADA requirements, watermain valve and hydrant replacements, and repairs or replacements to the existing storm sewer and sanitary sewer as needed. The watermain on Xeon Street is proposed to be replaced entirely throughout the limits of construction.

The following streets are proposed for reconstruction:

- Egret Boulevard from Kumquat Street to University Avenue (SAP 114-104-020)
- 113th Avenue from Foley Boulevard to Northdale Boulevard (SAP 114-122-003)
- Dogwood Street from Northdale Boulevard to 115th Avenue (SAP 114-123-003)
- 115th Avenue from Dogwood Street to University Avenue (SAP 114-123-003)
- Xeon Street from 114th Avenue to Northdale Boulevard (SAP 114-120-008)

Properties proposed to be assessed include 50 single family residential properties, 40 multi-family properties, eight industrial properties, five commercial properties, and nine government/institutional properties. The reconstruction assessment rates approved by City Council on November 17, 2015 are \$1,835.45 for single family residential property, \$22.94 per front foot for multi-family residential property, \$45.88 per front foot for commercial property, and \$59.64 per front foot for industrial property.

The project would be advertised in March/April and bids received on April 14, 2016. The bid results, a recommendation of contract award, and a resolution adopting assessments will be presented to council on April 19, 2016.

### **RECOMMENDATION**

It is recommended the City Council take the following action:

- a. Hold public hearing and assessment hearing.
- b. Adopt Resolution No. 16-4(6A) ordering the improvement (a super majority vote is needed).
- c. Adopt Resolution No. 16-4(8) approving plans and specifications and ordering advertisement for bids.

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### **BUDGET IMPACT:**

The total estimated cost of the proposed improvement is \$4,305,460.95, with the total amount assessed of \$518,264.64.

The balance of the project cost would be recovered from various funds as follows:

\$2,644,524.39 from MSA Funds.

\$10,000.00 from the Street Reconstruction Fund (797).

\$171,458.05 from the Storm Water Utility Fund (640) recovered through storm drainage charges.

\$896,213.87 from the Water System Maintenance Fund (601) recovered through charges for water used.

\$65,000.00 from the Sanitary Sewer Maintenance Fund (620) recovered through sanitary sewer maintenance charges.

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### **Attachments**

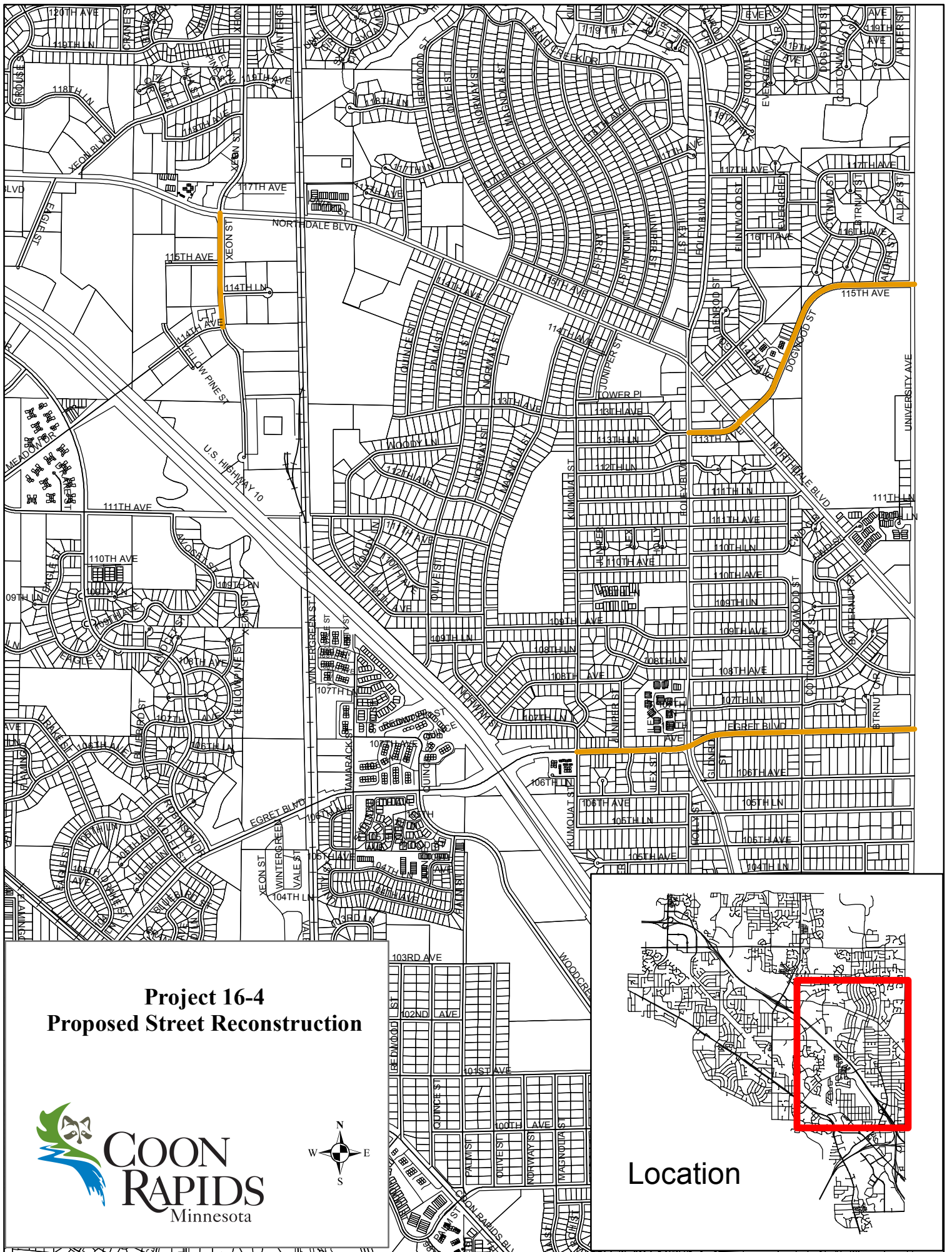
Location Map

Resolution No. 16-4(6A)

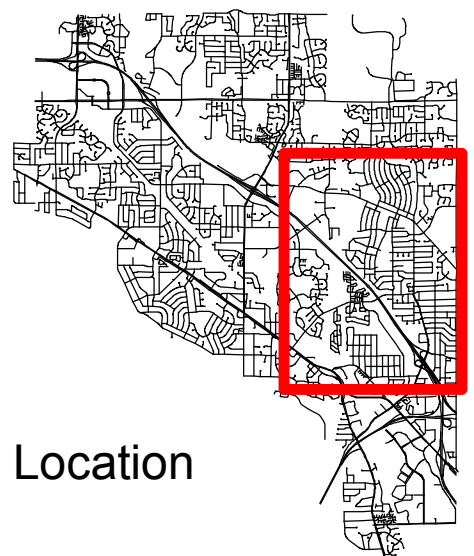
Resolution No. 16-4(8)

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## Project 16-4 Proposed Street Reconstruction



Location

**RESOLUTION NO. 16-4(6A)**

**(6) RESOLUTION ORDERING IMPROVEMENT**

**WHEREAS,** a resolution of the City Council adopted on the 17th day of November, 2015, fixed a date for a Council hearing on the proposed improvement of the following State Aid streets:

- Egret Boulevard from Kumquat Street to University Avenue (SAP 114-104-020)
- 113th Avenue from Foley Boulevard to Northdale Boulevard (SAP 114-122-003)
- Dogwood Street from Northdale Boulevard to 115th Avenue (SAP 114-123-003)
- 115th Avenue from Dogwood Street to University Avenue (SAP 114-123-003)
- Xeon Street from 114th Avenue to Northdale Boulevard (SAP 114-120-008)

by street reconstruction; and

**WHEREAS,** ten days' published notice of the hearing through two weekly publications of the required notice and mailed notices to affected property owners were given and the hearing was held thereon on the 16th day of February, 2016, at which all persons desiring to be heard were given an opportunity to be heard thereon and the maximum estimated amount of debt to be incurred by the City is \$4,305,460.95; and

**WHEREAS,** the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

**WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota:

1. Such improvement is necessary, cost effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the Council Resolution adopted on the 16th day of February, 2016.

Adopted this 16th day of February, 2016.

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Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk



**RESOLUTION NO. 16-4(8)**

**(8) RESOLUTION APPROVING PLANS AND SPECIFICATIONS  
AND ORDERING ADVERTISEMENT FOR BIDS**

**WHEREAS**, pursuant to a Resolution passed by the Council on the 17th day of November, 2016, the City Engineering Division has prepared plans and specifications for the improvement of the following State Aid streets:

- Egret Boulevard from Kumquat Street to University Avenue (SAP 114-104-020)
- 113th Avenue from Foley Boulevard to Northdale Boulevard (SAP 114-122-003)
- Dogwood Street from Northdale Boulevard to 115th Avenue (SAP 114-123-003)
- 115th Avenue from Dogwood Street to University Avenue (SAP 114-123-003)
- Xeon Street from 114th Avenue to Northdale Boulevard (SAP 114-120-008)

by street reconstruction and has presented such plans and specifications to the Council for approval; and

**WHEREAS**, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

**WHEREAS**, this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and in a trade journal, if applicable, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the Clerk until 2:00 p.m. on the 14th day of April, 2016, at which time they will be publicly opened in the City Hall by the City Clerk and Engineer, will then be tabulated, and will be considered by the Council at 7:00 p.m. on the 19th day of April, 2016, in the Council Chambers, and that no bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk for 5% of the amount of such bid.

Adopted this 16th day of February, 2016.

---

Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk



## City Council Regular

12.

**Meeting Date:** 02/16/2016

**Subject:** Consider Resolution No. 15-20(9) Awarding Contract for 2016 Park Redevelopment and Approve Construction Administration Contract and Direct Purchases

**Submitted For:** Tim Himmer, Public Works Director

**From:** Sarah Greene, Administrative Assistant II

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### **INTRODUCTION**

As part of the City's proposed 2016 Park Redevelopment projects, Council approved preliminary concept plans prepared by Kimley-Horn for Delta, Mason, Pheasant Ridge and Woodcrest Parks at its August 18, 2015 meeting. On January 5, 2016 final plans and specifications were approved and authorized by Council to bid. Council is requested to review the bids received and award a contract for the 2016 Park Redevelopment Projects.

### **DISCUSSION**

City Council awarded a design services contract for the 2016 Park Bond improvement projects to Kimley-Horn at the June 6, 2015 regular meeting. A neighborhood meeting was held June 22nd to review preliminary park concepts and gain feedback from the public. The preliminary concepts and information gathered at the public meeting were discussed by the Park & Recreation Commission on July 13th. At that meeting the Commission provided additional feedback and direction to staff and the consultant to refine the concept drawings. Updated concept drawings and preliminary construction estimates were then prepared and discussed at the Park & Recreation Commission meeting on August 10th.

Concepts and cost estimates were reviewed and approved by Council at its regular meeting held August 18, 2015, and preparation of plans and specifications was ordered. A work session was held November 17, 2015 to discuss updated site plans and gain additional direction from Council. Feedback was incorporated into final plans which were accepted by Council on January 5, 2016. The project was advertised in January and bids were received on February 3, 2016. Council is being asked to consider the bids and award project contracts.

The base construction project (site improvements) includes numerous components; such as removal of existing equipment, reconfiguration of the site(s), sidewalk and trail layouts, updated basketball facilities and a recreational field, curb construction around play areas, picnic shelter construction, site furnishings, turf restoration, and more. In addition to the base construction contract, Kimley-Horn coordinated purchase order bids for Playground Equipment (PO1), a Pre-Fabricated Restroom Shelter (PO2), and Native Prairie Establishment (PO3). At least three quotes were received for each purchase requisition. All bids and submittals were reviewed and

discussed at the February 8th Park and Recreation Commission meeting, and following is the recommendation for contract awards (direct purchases of labor and materials) as proposed by staff and the Commission.

- Playground Equipment (PO1) - St. Croix Recreation. This component had a set budget amount of \$200,000. The proposals were reviewed based upon adherence to the specifications (play structure component layout and sizes, and character of how they fit into the various parks) and aesthetics. Staff will be meeting with St. Croix to resolve a few concerns related to color schemes and the use of alternative swings. Regardless, St. Croix best met the needs and desires of the proposal and any revisions will be handled within the project budget. Staff is comfortable moving forward with this purchase order.
- Native Plantings (PO3) - Minnesota Native Landscapes. MN Native Landscapes met all project specifications, has performed well on similar projects, and provided a diverse seed mix to best match the natural character of each park. They were also the least expensive; not only for the initial installation component but also for the required 3-year maintenance program.
- Precast Restroom Facility (PO2) - the technical aspects of the proposals are still being evaluated based upon conformance to project specifications. Staff will have a formal recommendation at the Council meeting.
- Following is a summary of the public bids received for the site improvements:

CONTRACTOR	BASE BID	ALT. 1	ALT. 2	ALT. 3	ALT. 4	TOTAL
Custom Builders, Inc.	<b>\$ 725,452.00</b>	\$ 68,177.00	\$21,940.50	\$24,513.25	\$16,894.50	<b>\$ 856,977.25</b>
New Look Contracting, Inc.	<b>\$ 823,529.50</b>	\$ 75,800.00	\$30,607.50	\$35,620.00	\$16,865.00	<b>\$ 982,422.00</b>
Peterson Companies, Inc.	<b>\$1,031,552.43</b>	\$155,323.86	\$47,045.50	\$54,601.85	\$32,148.30	<b>\$1,320,671.94</b>
Engineer's Estimate	<b>\$ 738,717.50</b>	\$ 73,365.00	\$31,620.00	\$34,817.50	\$14,085.00	<b>\$ 892,605.00</b>

A few items for Council consideration on the site improvement component of the park projects are the 4 alternate bids.

- Alternate 1 is for a trail segment extending easterly from Woodcrest Park, into the wooded area where the disk golf course is proposed.
- Alternate 2 is the trail segment along Pheasant Ridge Drive, extending south from the intersection of 119th Ave to a trail connection into the park near the playground structures. There is currently a 5' concrete sidewalk in this location, and this alternate would replace that with an 8' bituminous trail.
- Alternate 3 is the trail segment along 119th Ave, extending easterly from the Wedgewood Trail corridor to the intersection of Pheasant Ridge Dr. There is currently a 5' concrete sidewalk in this location, and the alternate would replace that with an 8' bituminous trail.
- Alternate 4 is the construction of 2 handicap accessible parking spaces on Pheasant Ridge Drive near a trail connection into the park by the playground structures.

Staff is recommending that Council consider including alternates 1 and 4 with the base bid. The existing sidewalks along 119th Ave and Pheasant Ridge Dr are in good condition, and should a trail be desired it could be constructed with a future reconstruction project in the area. Alternate 4

could also be incorporated with a future reconstruction project, but due to the timing it would be best to complete the improvement with the park enhancements to have this amenity available immediately.

If awarded, construction is anticipated to begin in the spring, with substantial completion expected by September 30, 2016 and final completion by November 18, 2016.

Finally, due to workload constraints and limited expertise in some of the services being provided, staff also seeks construction administration and wetland delineation (for the disk golf area) assistance from Kimley-Horn for the project. The attached proposals outlines the scope of services provided under these agreement.

## **RECOMMENDATION**

Staff is recommending that the City Council take the following actions:

1. Award of contract to Custom Builders, Inc., including the base bid and alternates 1 and 4, in the amount of \$810,523.50. The attached resolution will need to be updated to reflect the alternates selected by the City Council.
2. Authorize staff to execute construction administration and wetland delineation contracts/Letters of Engagement with Kimley-Horn in the amount of \$122,795.00.
3. Authorize staff to issue purchase orders for the following direct purchases:

VENDOR	DESCRIPTION	AMOUNT
St. Croix Recreation (PO1)	Playground Equipment	\$200,000.00
TBD (PO2)	Pre-Fabricated Restroom Shelter	\$ TBD
Minnesota Native Landscapes, Inc. (PO3)	Native Prairie Establishment	\$ 19,700.00

## **BUDGET IMPACT:**

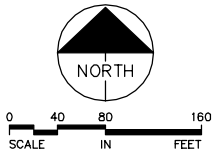
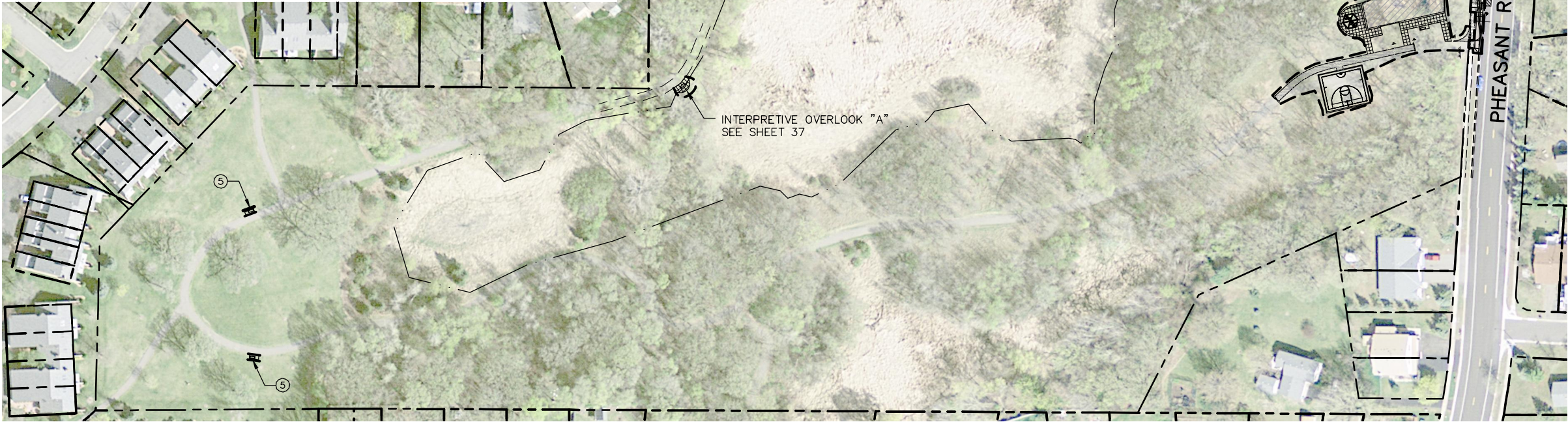
This project is proposed to be funded by the park bond referendum and will be within the \$1.4M allotted budget for these improvements. An exact number is not known at this time due to the unknown nature of the alternates to be selected on the site improvement contract, the prefabricated restroom facility, and Kimley Horn support contract status. Council should be advised that the disk golf component of Woodcrest Park is included as a place holder in the overall project budget, but layout cannot be determined until the wetland delineation is completed in the spring. All project improvements; including design, staking, inspections, construction administration, construction, alternates, direct purchases, and the disk golf course will be within the project budget.

## **Attachments**

Park Improvements  
Wetland Delineation Scope  
Construction Administration Scope  
Resolution No. 15-20(9)



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**LEGEND**

- 3" BITUMINOUS WALK  
PER INSET A, SEE SHEET 2
- 4" CONCRETE WALK  
PER INSET B, SEE SHEET 2
- CRUSHED AGGREGATE LIME  
PER INSET C, SEE SHEET 2
- PLAYGROUND MULCH (BY OTHERS)  
PER INSET D, SEE SHEET 2
- 4" BITUMINOUS PAVEMENT  
PER INSET E, SEE SHEET 2
- CONSTRUCTION LIMITS

**CONSTRUCTION NOTES:**

1. CONCRETE CURB & GUTTER SPECIAL, SEE SHEET 2 FOR DETAILS
2. CONCRETE CURB & GUTTER SPECIAL 1, SEE SHEET 2 FOR DETAILS
3. CONCRETE CURB & GUTTER DESIGN B618 (MOD)
4. PEDESTRIAN CURB RAMP, SEE SHEETS 7-11 FOR DETAILS
5. BENCH TYPE 1, SEE SHEET 4 FOR DETAILS
6. BENCH TYPE 2, SEE SHEET 4 FOR DETAILS
7. PICNIC TABLE
8. PICNIC SHELTER, 20' HEXAGON
9. PICNIC SHELTER, 16' SQUARE
10. PICNIC SHELTER, 20' SQUARE
11. PICNIC SHELTER, 16' HEXAGON
12. BASKETBALL COURT, SEE SHEET 3 FOR DETAILS
13. BASKETBALL COURT-HALF, SEE SHEET 3 FOR DETAILS
14. BASEBALL FIELD, SEE SHEET 5 FOR DETAILS

**GENERAL CONSTRUCTIONL NOTES:**

1. THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."
2. THE PLAN INDICATES THE GENERAL LOCATION OF KNOWN UTILITIES ON THE PROJECT. ALL UTILITY LOCATIONS ARE APPROXIMATE. PRIOR TO CONSTRUCTION THE CONTRACTOR SHALL VERIFY ALL UNDERGROUND UTILITY LOCATIONS AND ELEVATIONS WITH THE UTILITY COMPANIES OR CITY.
3. THE CONTRACTOR SHALL CONFORM TO THE GUIDELINES OUTLINED IN THE PUBLIC RIGHT-OF-WAY ACCESSIBILITY GUIDELINES 2010 (PROWAG) FOR ALL LONGITUDINAL AND CROSS SLOPES FOR PROPOSED CONCRETE WALK AND BITUMINOUS TRAIL SURFACES. SEE SPECIFICATION 1803 IN THE SPECIAL PROVISIONS.
4. THE ENGINEER SHALL VERIFY ALL GRADES PRIOR TO PAVING OPERATIONS.
5. THE CONTRACTOR SHALL VERIFY OR ADJUST POINTS AND GRADES AS NECESSARY TO MEET THE DESIGN INTENT OF THIS PLAN. ANY DEVIATIONS FROM THE PLAN SHALL BE VERIFIED BY THE ENGINEER.

No.	Date	Revisions	App.	DRAWING NAME 000016CP01.dwg
				DESIGNED BY: MFH
				DRAWN BY: KTI
				CHECKED BY: DJC
				DATE: 1/5/2016
				PROJECT NO. 16000015

**Kimley»Horn**



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Daniel J. Coyle*  
DANIEL J. COYLE, P.E.

DATE: 1/5/2016 MN LIC. NO. 44821

THE CITY OF COON RAPIDS  
2016 PARK REDEVELOPMENT PROJECTS  
CP 15-20  
PHEASANT RIDGE PARK  
CONSTRUCTION SITE PLAN

SHEET NO.

36

48



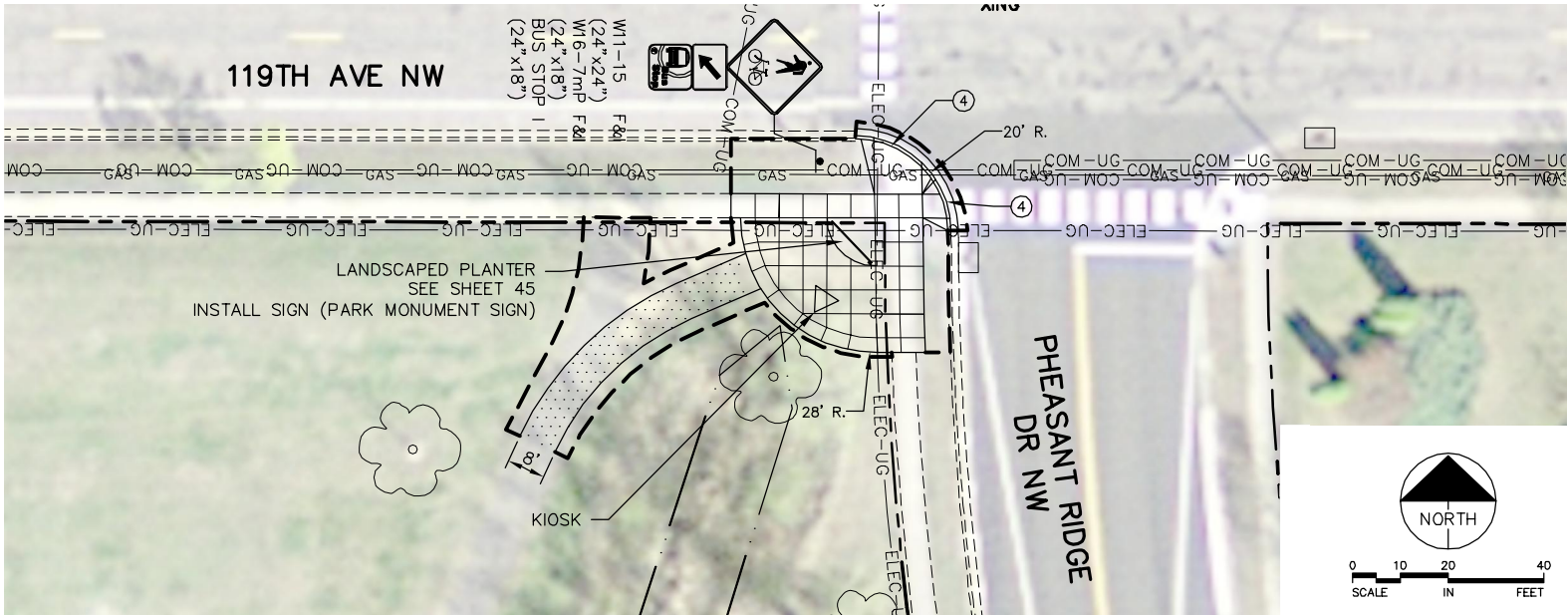
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CONSTRUCTION NOTES:

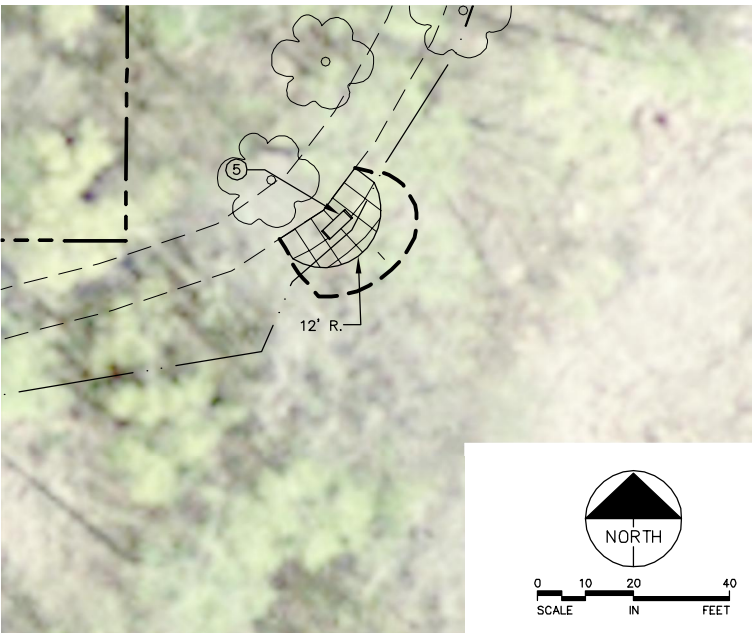
- 1
- CONCRETE CURB & GUTTER SPECIAL,  
SEE SHEET 2 FOR DETAILS
- 2
- CONCRETE CURB & GUTTER SPECIAL 1,  
SEE SHEET 2 FOR DETAILS
- 3
- CONCRETE CURB & GUTTER DESIGN B618 (MOD)
- 4
- PEDESTRIAN CURB RAMP,  
SEE SHEETS 7-11 FOR DETAILS
- 5
- BENCH TYPE 1, SEE SHEET 4 FOR DETAILS
- 6
- BENCH TYPE 2, SEE SHEET 4 FOR DETAILS
- 7
- PICNIC TABLE
- 8
- PICNIC SHELTER, 20' HEXAGON
- 9
- PICNIC SHELTER, 16' SQUARE
- 10
- PICNIC SHELTER, 20' SQUARE
- 11
- PICNIC SHELTER, 16' HEXAGON
- 12
- BASKETBALL COURT,  
SEE SHEET 3 FOR DETAILS
- 13
- BASKETBALL COURT-HALF,  
SEE SHEET 3 FOR DETAILS
- 14
- BASEBALL FIELD  
SEE SHEET 5 FOR DETAILS



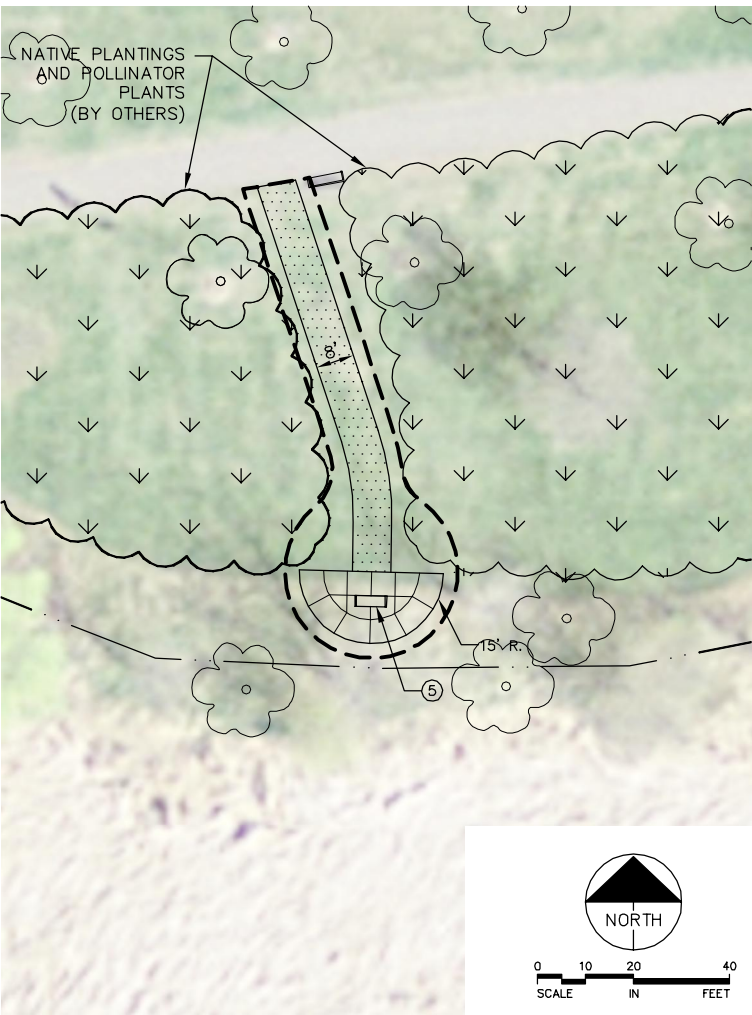
PLAYGROUND AREA



CONCRETE PLAZA



INTERPRETIVE OVERLOOK "A"



INTERPRETIVE OVERLOOK "B"

Point Table				
Point #	Elevation	Northing	Easting	Description
300	858.00	154334.92	477630.01	BASKETBALL COURT
301	858.00	154347.61	477686.60	BASKETBALL COURT
302	857.50	154298.83	477697.54	BASKETBALL COURT
303	857.50	154286.13	477640.95	BASKETBALL COURT
304	858.00	154361.41	477693.27	SIDEWALK
305	858.14	154374.81	477690.26	SIDEWALK
306	858.22	154384.15	477677.67	SIDEWALK
307	857.64	154423.61	477671.82	SIDEWALK
308	857.51	154426.53	477684.81	SIDEWALK
309	857.24	154441.13	477706.93	TOP OF CURB
310	857.62	154460.29	477739.08	TOP OF CURB
311	857.82	154462.86	477758.61	TOP OF CURB
312	858.31	154434.06	477791.84	TOP OF CURB
313	858.51	154414.38	477792.50	SIDEWALK
314	858.33	154378.32	477800.59	SIDEWALK
315	858.33	154378.18	477792.43	SIDEWALK
316	858.20	154402.87	477786.89	SIDEWALK
317	858.20	154393.24	477743.95	SIDEWALK
318	858.00	154373.76	477748.32	SIDEWALK
319	858.00	154372.01	477740.52	SIDEWALK
320	858.31	154402.22	477733.74	TOP OF CURB
321	858.31	154396.88	477709.91	TOP OF CURB
322	858.20	154386.15	477712.32	SIDEWALK
323	858.20	154382.64	477696.70	SIDEWALK
324	858.00	154363.16	477701.07	SIDEWALK

LEGEND

- 3" BITUMINOUS WALK  
PER INSET A, SEE SHEET 2
- 4" CONCRETE WALK  
PER INSET B, SEE SHEET 2
- CRUSHED AGGREGATE LIME  
PER INSET C, SEE SHEET 2
- PLAYGROUND MULCH (BY OTHERS)  
PER INSET D, SEE SHEET 2
- 4" BITUMINOUS PAVEMENT  
PER INSET E, SEE SHEET 2
- CONSTRUCTION LIMITS

GENERAL CONSTRUCTION NOTES:

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5. THE CONTRACTOR SHALL VERIFY OR ADJUST POINTS AND GRADES AS NECESSARY TO MEET THE DESIGN INTENT OF THIS PLAN. ANY DEVIATIONS FROM THE PLAN SHALL BE VERIFIED BY THE ENGINEER.

No.	Date	Revisions	App.	DRAWING NAME 000016CP02.dwg
				DESIGNED BY: MFH
				DRAWN BY: KTI
				CHECKED BY: DJC
				DATE: 1/5/2016
				PROJECT NO. 16000015

Kimley»Horn



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Daniel J. Coyle*  
DANIEL J. COYLE, P.E.

DATE: 1/5/2016 MN LIC. NO. 44821

THE CITY OF COON RAPIDS  
2016 PARK REDEVELOPMENT PROJECTS  
CP 15-20  
PHEASANT RIDGE PARK  
CONSTRUCTION SITE PLAN

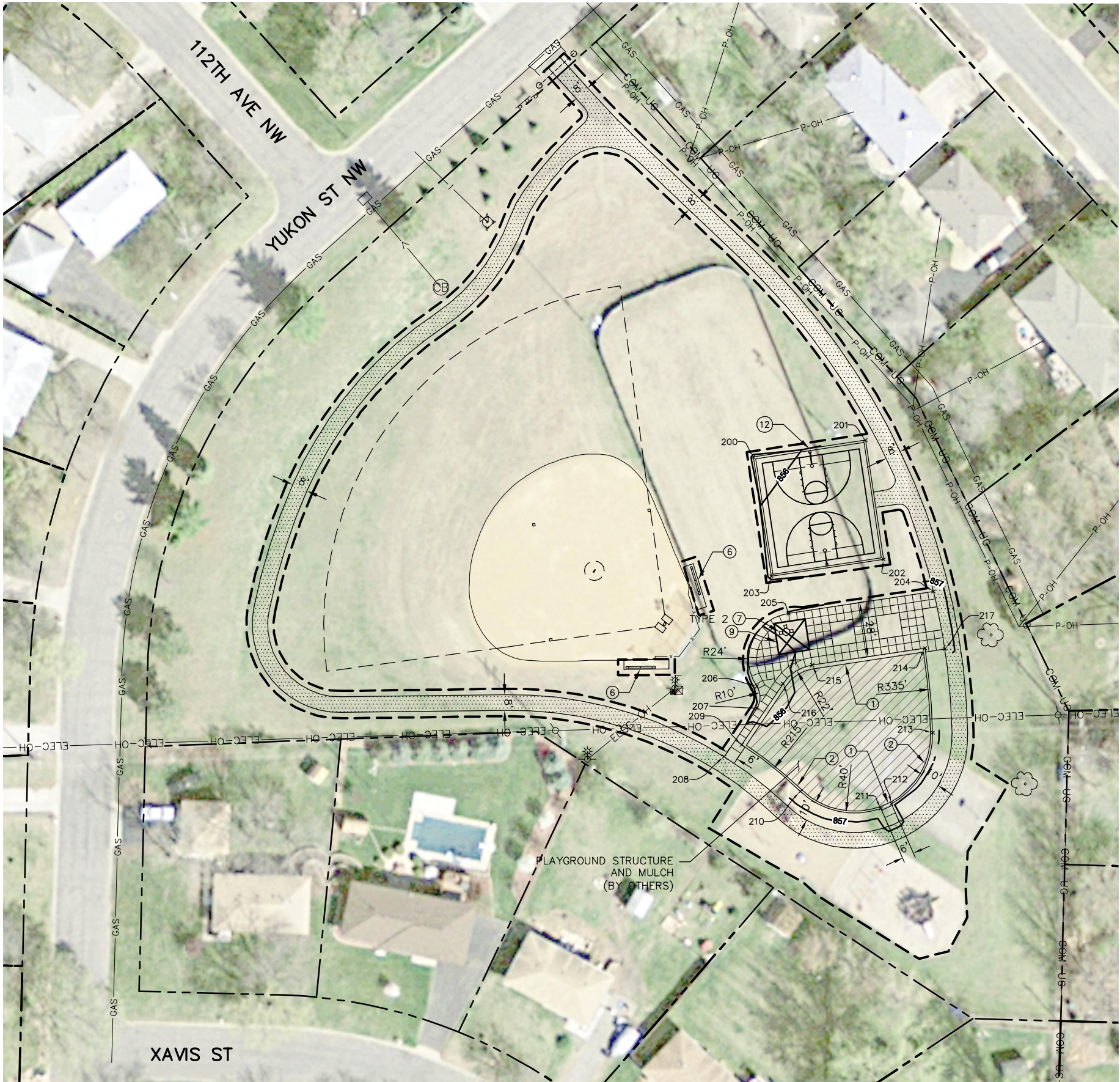
SHEET NO.

37

48



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Point Table				
Point #	Elevation	Northing	Easting	Description
200	855.87	150075.70	483681.01	BASKETBALL COURT
201	856.16	150084.37	483738.36	BASKETBALL COURT
202	856.47	150023.40	483747.58	BASKETBALL COURT
203	856.18	150014.73	483690.23	BASKETBALL COURT
204	856.45	150007.04	483773.15	CONC WALK
205	856.08	149995.83	483699.00	CONC WALK
206	855.83	149958.53	483682.78	CONC WALK
207	855.89	149947.29	483682.83	CONC WALK
208	856.23	149922.58	483666.17	CONC WALK
209	856.17	149928.70	483675.12	TOP OF CURB
210	856.38	149904.82	483705.08	TOP OF CURB
211	856.60	149896.07	483746.13	TOP OF CURB
212	856.88	149898.50	483751.62	TOP OF CURB
213	856.66	149934.80	483772.69	TOP OF CURB
214	856.45	149978.05	483768.73	TOP OF CURB
215	856.07	149969.34	483711.09	TOP OF CURB
216	855.97	149959.88	483696.14	TOP OF CURB
217	856.50	149977.57	483778.93	CONC WALK

LEGEND

- 3" BITUMINOUS WALK  
PER INSET A, SEE SHEET 2
- 4" CONCRETE WALK  
PER INSET B, SEE SHEET 2
- CRUSHED AGGREGATE LIME  
PER INSET C, SEE SHEET 2
- PLAYGROUND MULCH (BY OTHERS)  
PER INSET D, SEE SHEET 2
- 4" BITUMINOUS PAVEMENT  
PER INSET E, SEE SHEET 2
- CONSTRUCTION LIMITS

CONSTRUCTION NOTES:

- ① CONCRETE CURB & GUTTER SPECIAL,  
SEE SHEET 2 FOR DETAILS
- ② CONCRETE CURB & GUTTER SPECIAL 1,  
SEE SHEET 2 FOR DETAILS
- ③ CONCRETE CURB & GUTTER DESIGN B618 (MOD)
- ④ PEDESTRIAN CURB RAMP,  
SEE SHEETS 7-11 FOR DETAILS
- ⑤ BENCH TYPE 1, SEE SHEET 4 FOR DETAILS
- ⑥ BENCH TYPE 2, SEE SHEET 4 FOR DETAILS
- ⑦ PICNIC TABLE
- ⑧ PICNIC SHELTER, 20' HEXAGON
- ⑨ PICNIC SHELTER, 16' SQUARE
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No.	Date	Revisions	App.	DRAWING NAME 000016CP03.dwg
				DESIGNED BY: MFH
				DRAWN BY: KTI
				CHECKED BY: DJC
				DATE: 1/5/2016
				PROJECT NO. 16000015

Kimley»Horn



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Daniel J. Coyle*  
DANIEL J. COYLE, P.E.

DATE: 1/5/2016 MN LIC. NO. 44821

THE CITY OF COON RAPIDS  
2016 PARK REDEVELOPMENT PROJECTS  
CP 15-20  
DELTA PARK  
CONSTRUCTION SITE PLAN

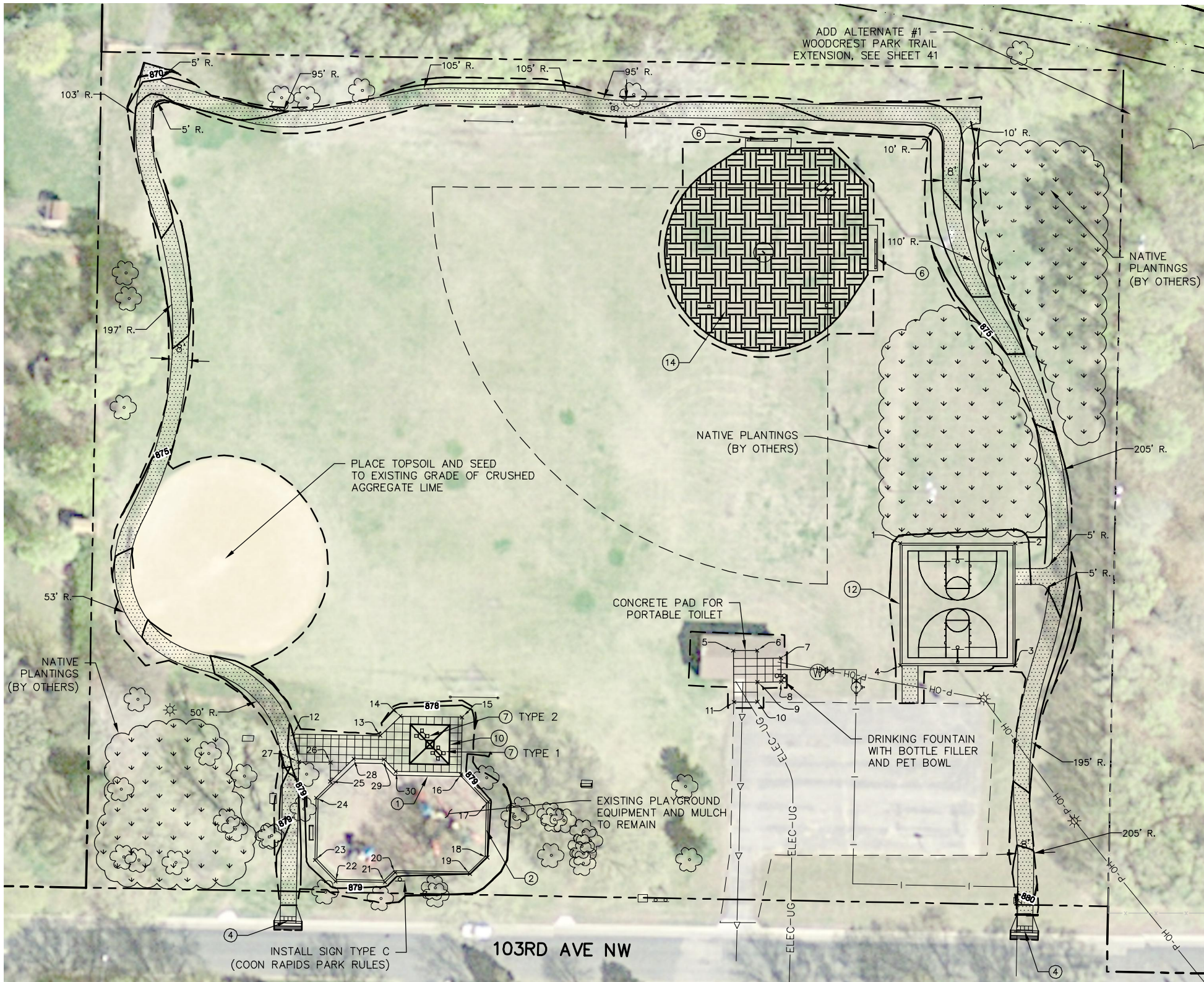
SHEET NO.

38

48



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Point Table				
Point #	Elevation	Northing	Easting	Description
1	876.40	144590.23	494217.40	BASKETBALL COURT
2	876.69	144590.23	494275.40	BASKETBALL COURT
3	877.00	144528.57	494275.40	BASKETBALL COURT
4	876.71	144528.57	494217.40	BASKETBALL COURT
5	876.87	144536.07	494133.14	SIDEWALK
6	876.81	144536.07	494145.14	SIDEWALK
7	876.77	144532.24	494157.17	SIDEWALK
8	876.83	144520.24	494157.25	SIDEWALK
9	876.89	144520.16	494145.25	SIDEWALK
10	876.94	144510.16	494145.33	SIDEWALK
11	877.00	144510.06	494133.48	SIDEWALK
12	878.16	144493.98	493910.86	SIDEWALK
13	878.38	144493.18	493954.83	SIDEWALK
14	878.45	144502.99	493965.01	SIDEWALK
15	878.61	144502.42	493996.18	SIDEWALK
16	878.75	144473.43	493995.65	SIDEWALK
17	878.85	144459.76	494009.40	TOP OF CURB
18	879.00	144431.65	494008.92	TOP OF CURB
19	879.00	144423.33	494000.15	TOP OF CURB
20	878.81	144424.03	493962.33	TOP OF CURB
21	878.78	144419.12	493957.24	TOP OF CURB
22	878.65	144419.58	493932.24	TOP OF CURB
23	878.58	144430.35	493921.85	TOP OF CURB
24	878.42	144461.69	493922.42	TOP OF CURB
25	878.36	144469.98	493929.58	SIDEWALK
26	878.31	144479.63	493929.75	SIDEWALK
27	878.23	144479.92	493913.76	SIDEWALK
28	878.37	144481.42	493941.44	SIDEWALK
29	878.46	144481.14	493956.78	SIDEWALK
30	878.53	144475.03	493962.67	SIDEWALK

## LEGEND

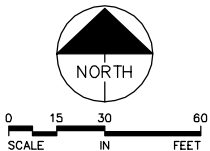
- 3" BITUMINOUS WALK  
PER INSET A, SEE SHEET 2
- 4" CONCRETE WALK  
PER INSET B, SEE SHEET 2
- CRUSHED AGGREGATE LIME  
PER INSET C, SEE SHEET 2
- PLAYGROUND MULCH (BY OTHERS)  
PER INSET D, SEE SHEET 2
- 4" BITUMINOUS PAVEMENT  
PER INSET E, SEE SHEET 2
- CONSTRUCTION LIMITS

## CONSTRUCTION NOTES:

- CONCRETE CURB & GUTTER SPECIAL,  
SEE SHEET 2 FOR DETAILS
- CONCRETE CURB & GUTTER SPECIAL 1,  
SEE SHEET 2 FOR DETAILS
- CONCRETE CURB & GUTTER DESIGN B618 (MOD)
- PEDESTRIAN CURB RAMP,  
SEE SHEETS 7-11 FOR DETAILS
- BENCH TYPE 1, SEE SHEET 4 FOR DETAILS
- BENCH TYPE 2, SEE SHEET 4 FOR DETAILS
- PICNIC TABLE
- PICNIC SHELTER, 20' HEXAGON
- PICNIC SHELTER, 16' SQUARE
- PICNIC SHELTER, 20' SQUARE
- PICNIC SHELTER, 16' HEXAGON
- BASKETBALL COURT,  
SEE SHEET 3 FOR DETAILS
- BASKETBALL COURT-HALF,  
SEE SHEET 3 FOR DETAILS
- BASEBALL FIELD  
SEE SHEET 5 FOR DETAILS

## GENERAL CONSTRUCTIONL NOTES:

- THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."
- THE PLAN INDICATES THE GENERAL LOCATION OF KNOWN UTILITIES ON THE PROJECT. ALL UTILITY LOCATIONS ARE APPROXIMATE. PRIOR TO CONSTRUCTION THE CONTRACTOR SHALL VERIFY ALL UNDERGROUND UTILITY LOCATIONS AND ELEVATIONS WITH THE UTILITY COMPANIES OR CITY.
- THE CONTRACTOR SHALL CONFORM TO THE GUIDELINES OUTLINED IN THE PUBLIC RIGHT-OF-WAY ACCESSIBILITY GUIDELINES 2010 (PROWAG) FOR ALL LONGITUDINAL AND CROSS SLOPES FOR PROPOSED CONCRETE WALK AND BITUMINOUS TRAIL SURFACES. SEE SPECIFICATION 1803 IN THE SPECIAL PROVISIONS.
- THE ENGINEER SHALL VERIFY ALL GRADES PRIOR TO PAVING OPERATIONS.
- THE CONTRACTOR SHALL VERIFY OR ADJUST POINTS AND GRADES AS NECESSARY TO MEET THE DESIGN INTENT OF THIS PLAN. ANY DEVIATIONS FROM THE PLAN SHALL BE VERIFIED BY THE ENGINEER.



No.	Date	Revisions	App.	DRAWING NAME 000016CP03.dwg
				DESIGNED BY: MFH
				DRAWN BY: KTI
				CHECKED BY: DJC
				DATE: 1/5/2016
				PROJECT NO. 16000015

Kimley»Horn



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Daniel J. Coyle, P.E.  
DATE: 1/5/2016 MN LIC. NO. 44821

THE CITY OF COON RAPIDS  
2016 PARK REDEVELOPMENT PROJECTS  
CP 15-20  
WOODCREST PARK  
CONSTRUCTION SITE PLAN

SHEET NO.

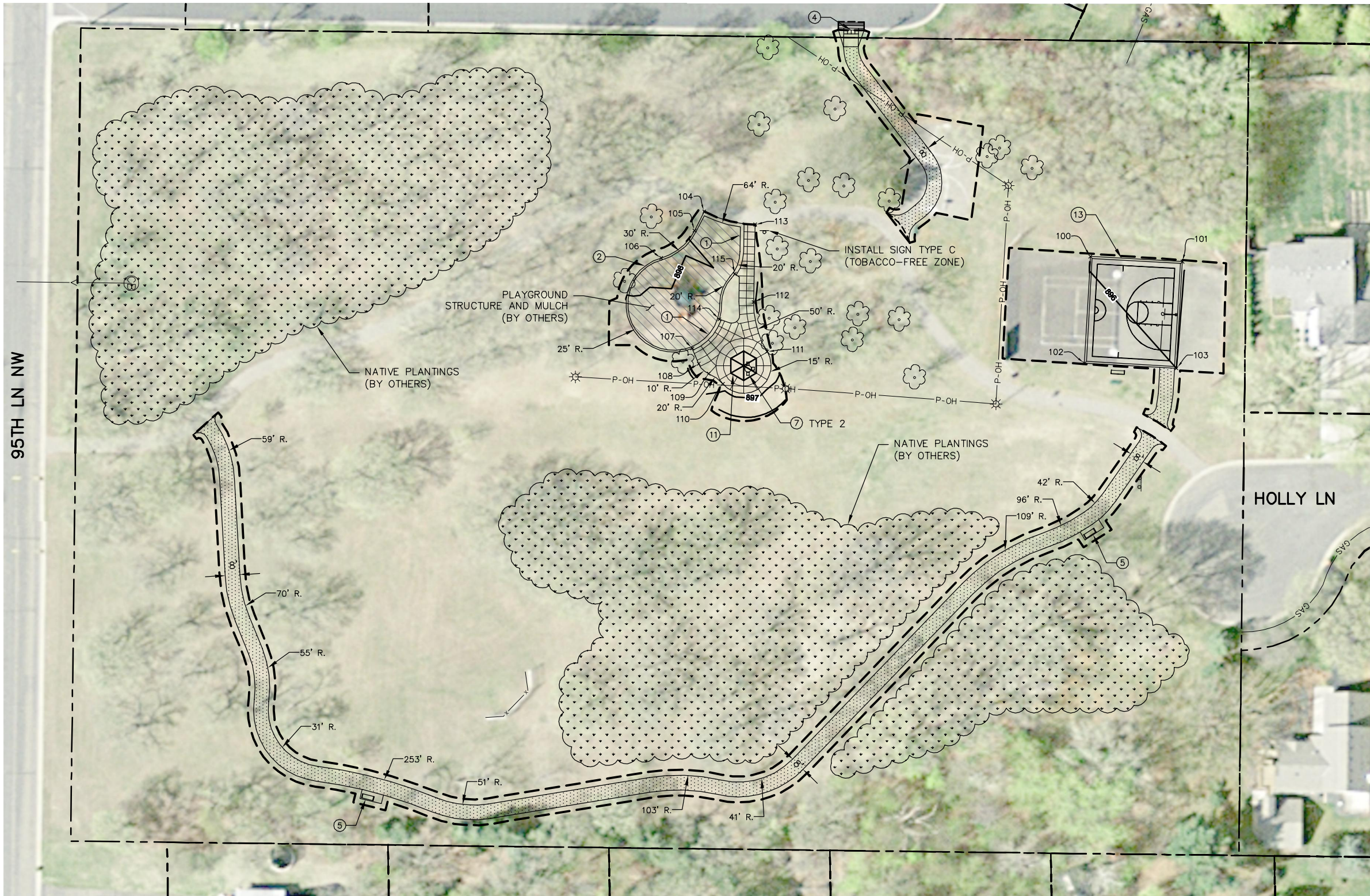
39

48



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95TH LN NW



## LEGEND

- 3" BITUMINOUS WALK  
PER INSET A, SEE SHEET 2
- 4" CONCRETE WALK  
PER INSET B, SEE SHEET 2
- CRUSHED AGGREGATE LIME  
PER INSET C, SEE SHEET 2
- PLAYGROUND MULCH (BY OTHERS)  
PER INSET D, SEE SHEET 2
- 4" BITUMINOUS PAVEMENT  
PER INSET E, SEE SHEET 2
- CONSTRUCTION LIMITS

## CONSTRUCTION NOTES:

1. CONCRETE CURB & GUTTER SPECIAL, SEE SHEET 2 FOR DETAILS
2. CONCRETE CURB & GUTTER SPECIAL 1, SEE SHEET 2 FOR DETAILS
3. CONCRETE CURB & GUTTER DESIGN B618 (MOD)
4. PEDESTRIAN CURB RAMP, SEE SHEETS 7-11 FOR DETAILS
5. BENCH TYPE 1, SEE SHEET 4 FOR DETAILS
6. BENCH TYPE 2, SEE SHEET 4 FOR DETAILS
7. PICNIC TABLE
8. PICNIC SHELTER, 20' HEXAGON
9. PICNIC SHELTER, 16' SQUARE
10. PICNIC SHELTER, 20' SQUARE
11. PICNIC SHELTER, 16' HEXAGON
12. BASKETBALL COURT, SEE SHEET 3 FOR DETAILS
13. BASKETBALL COURT-HALF, SEE SHEET 3 FOR DETAILS
14. BASEBALL FIELD, SEE SHEET 5 FOR DETAILS

## GENERAL CONSTRUCTION NOTES:

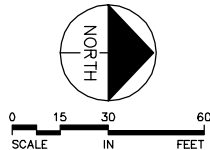
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4. THE ENGINEER SHALL VERIFY ALL GRADES PRIOR TO PAVING OPERATIONS.
5. THE CONTRACTOR SHALL VERIFY OR ADJUST POINTS AND GRADES AS NECESSARY TO MEET THE DESIGN INTENT OF THIS PLAN. ANY DEVIATIONS FROM THE PLAN SHALL BE VERIFIED BY THE ENGINEER.

Point Table				
Point #	Elevation	Northing	Easting	Description
100	895.96	139955.05	497440.62	BASKETBALL COURT
101	895.71	140004.98	497443.41	BASKETBALL COURT
102	896.25	139951.81	497498.53	BASKETBALL COURT
103	896.00	140001.74	497501.32	BASKETBALL COURT

Point Table				
Point #	Elevation	Northing	Easting	Description
104	897.79	139745.29	497416.22	TOP OF CURB
105	897.94	139740.08	497426.58	TOP OF CURB
106	898.29	139721.89	497441.50	TOP OF CURB
107	897.44	139738.82	497490.56	TOP OF CURB

Point Table				
Point #	Elevation	Northing	Easting	Description
108	897.35	139742.28	497498.86	CONC WALK
109	897.27	139747.76	497504.28	CONC WALK
110	897.17	139755.40	497509.75	CONC WALK
111	897.62	139779.44	497492.22	CONC WALK

Point Table				
Point #	Elevation	Northing	Easting	Description
112	897.90	139772.16	497465.35	CONC WALK
113	897.48	139772.89	497423.27	CONC WALK
114	897.70	139753.48	497474.74	TOP OF CURB
115	897.88	139761.92	497450.07	TOP OF CURB



No.	Date	Revisions	App.	DRAWING NAME 000016CP03.dwg
				DESIGNED BY: MFH
				DRAWN BY: KTI
				CHECKED BY: DJC
				DATE: 1/5/2016
				PROJECT NO. 16000015

Kimley»Horn



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Daniel J. Coyle*  
DANIEL J. COYLE, P.E.  
DATE: 1/5/2016 MN LIC. NO. 44821

THE CITY OF COON RAPIDS  
2016 PARK REDEVELOPMENT PROJECTS  
CP 15-20  
MASON PARK  
CONSTRUCTION SITE PLAN

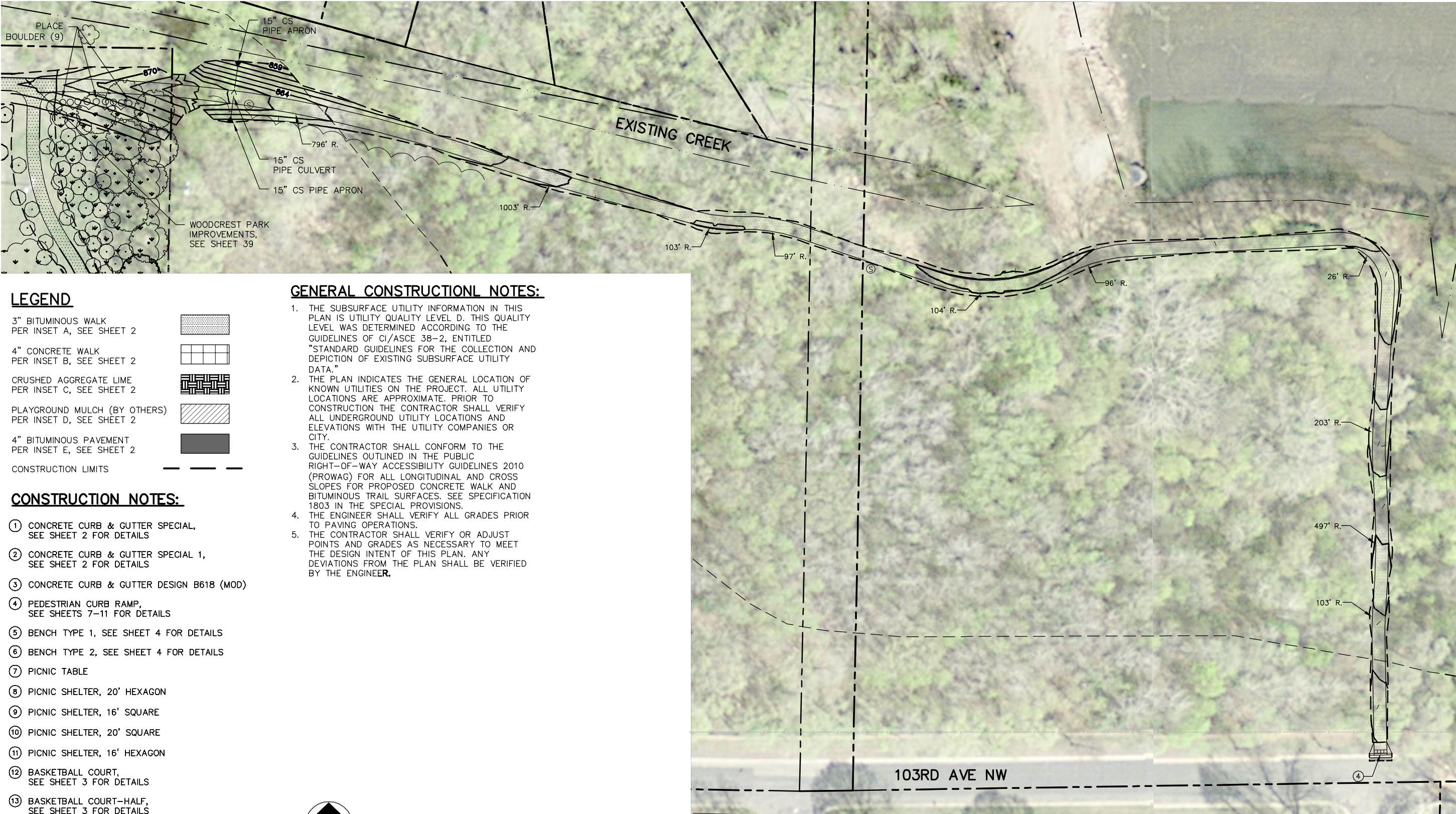
SHEET NO.

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LEGEND

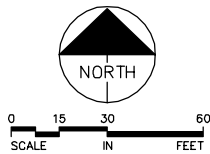
- 3" BITUMINOUS WALK  
PER INSET A, SEE SHEET 2
- 4" CONCRETE WALK  
PER INSET B, SEE SHEET 2
- CRUSHED AGGREGATE LIME  
PER INSET C, SEE SHEET 2
- PLAYGROUND MULCH (BY OTHERS)  
PER INSET D, SEE SHEET 2
- 4" BITUMINOUS PAVEMENT  
PER INSET E, SEE SHEET 2
- CONSTRUCTION LIMITS

CONSTRUCTION NOTES:

- 1 CONCRETE CURB & GUTTER SPECIAL,  
SEE SHEET 2 FOR DETAILS
- 2 CONCRETE CURB & GUTTER SPECIAL 1,  
SEE SHEET 2 FOR DETAILS
- 3 CONCRETE CURB & GUTTER DESIGN B618 (MOD)
- 4 PEDESTRIAN CURB RAMP,  
SEE SHEETS 7-11 FOR DETAILS
- 5 BENCH TYPE 1, SEE SHEET 4 FOR DETAILS
- 6 BENCH TYPE 2, SEE SHEET 4 FOR DETAILS
- 7 PICNIC TABLE
- 8 PICNIC SHELTER, 20' HEXAGON
- 9 PICNIC SHELTER, 16' SQUARE
- 10 PICNIC SHELTER, 20' SQUARE
- 11 PICNIC SHELTER, 16' HEXAGON
- 12 BASKETBALL COURT,  
SEE SHEET 3 FOR DETAILS
- 13 BASKETBALL COURT-HALF,  
SEE SHEET 3 FOR DETAILS
- 14 BASEBALL FIELD  
SEE SHEET 5 FOR DETAILS

GENERAL CONSTRUCTIONL NOTES:

- 1. THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."
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- 4. THE ENGINEER SHALL VERIFY ALL GRADES PRIOR TO PAVING OPERATIONS.
- 5. THE CONTRACTOR SHALL VERIFY OR ADJUST POINTS AND GRADES AS NECESSARY TO MEET THE DESIGN INTENT OF THIS PLAN. ANY DEVIATIONS FROM THE PLAN SHALL BE VERIFIED BY THE ENGINEER.



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				DESIGNED BY: MFH
				DRAWN BY: KTI
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				DATE: 1/5/2016
				PROJECT NO. 16000015

Kimley»Horn



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*Daniel J. Coyle*  
DANIEL J. COYLE, P.E.  
DATE: 1/5/2016 MN LIC. NO. 44821

THE CITY OF COON RAPIDS  
2016 PARK REDEVELOPMENT PROJECTS  
CP 15-20  
ADD ALTERNATE #1 - WOODCREST PARK TRAIL EXTENSION  
CONSTRUCTION SITE PLAN

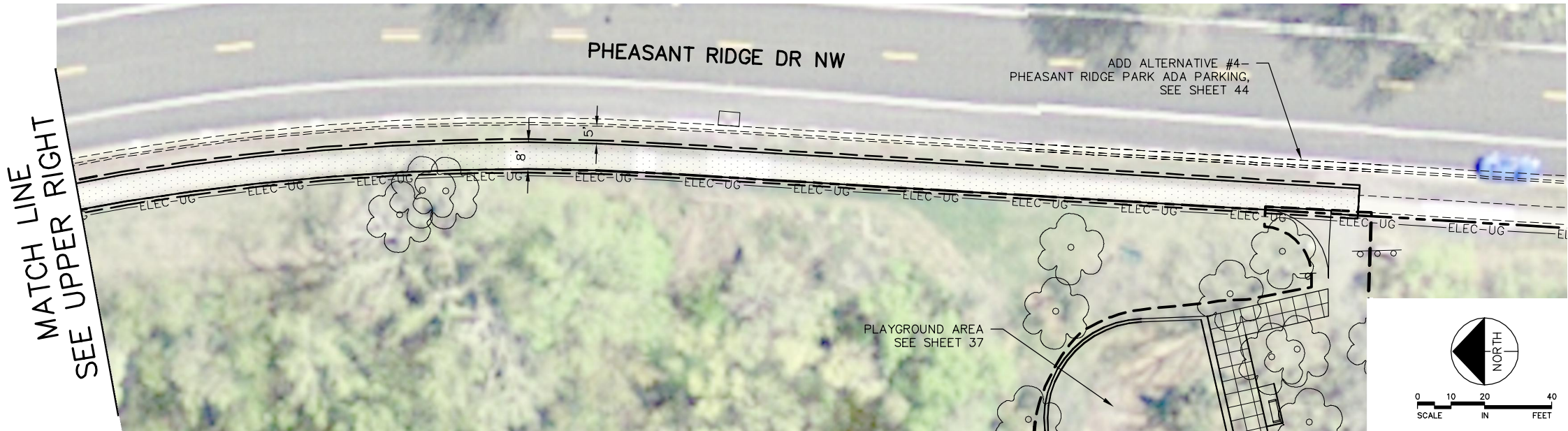
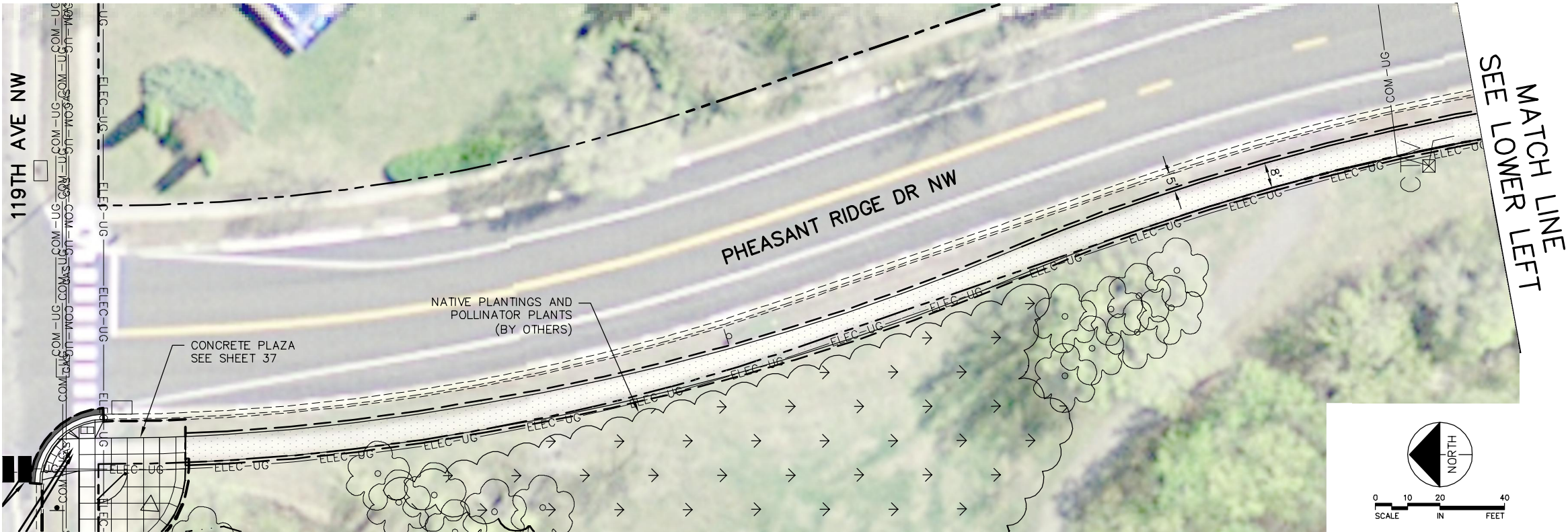
SHEET NO.

41

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## LEGEND

- 3" BITUMINOUS WALK  
PER INSET A, SEE SHEET 2
- 4" CONCRETE WALK  
PER INSET B, SEE SHEET 2
- CRUSHED AGGREGATE LIME  
PER INSET C, SEE SHEET 2
- PLAYGROUND MULCH (BY OTHERS)  
PER INSET D, SEE SHEET 2
- 4" BITUMINOUS PAVEMENT  
PER INSET E, SEE SHEET 2
- CONSTRUCTION LIMITS

## CONSTRUCTION NOTES:

1. CONCRETE CURB & GUTTER SPECIAL,  
SEE SHEET 2 FOR DETAILS
2. CONCRETE CURB & GUTTER SPECIAL 1,  
SEE SHEET 2 FOR DETAILS
3. CONCRETE CURB & GUTTER DESIGN B618 (MOD)
4. PEDESTRIAN CURB RAMP,  
SEE SHEETS 7-11 FOR DETAILS
5. BENCH TYPE 1, SEE SHEET 4 FOR DETAILS
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7. PICNIC TABLE
8. PICNIC SHELTER, 20' HEXAGON
9. PICNIC SHELTER, 16' SQUARE
10. PICNIC SHELTER, 20' SQUARE
11. PICNIC SHELTER, 16' HEXAGON
12. BASKETBALL COURT,  
SEE SHEET 3 FOR DETAILS
13. BASKETBALL COURT-HALF,  
SEE SHEET 3 FOR DETAILS
14. BASEBALL FIELD  
SEE SHEET 5 FOR DETAILS

## GENERAL CONSTRUCTIONL NOTES:

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4. THE ENGINEER SHALL VERIFY ALL GRADES PRIOR TO PAVING OPERATIONS.
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				DESIGNED BY: MFH
				DRAWN BY: KTI
				CHECKED BY: DJC
				DATE: 1/5/2016
				PROJECT NO. 16000015

Kimley»Horn



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*Daniel J. Coyle*  
DANIEL J. COYLE, P.E.  
DATE: 1/5/2016 MN LIC. NO. 44821

THE CITY OF COON RAPIDS  
2016 PARK REDEVELOPMENT PROJECTS  
CP 15-20  
ADD ALTERNATE #2 - PHEASANT RIDGE DRIVE TRAIL  
CONSTRUCTION SITE PLAN

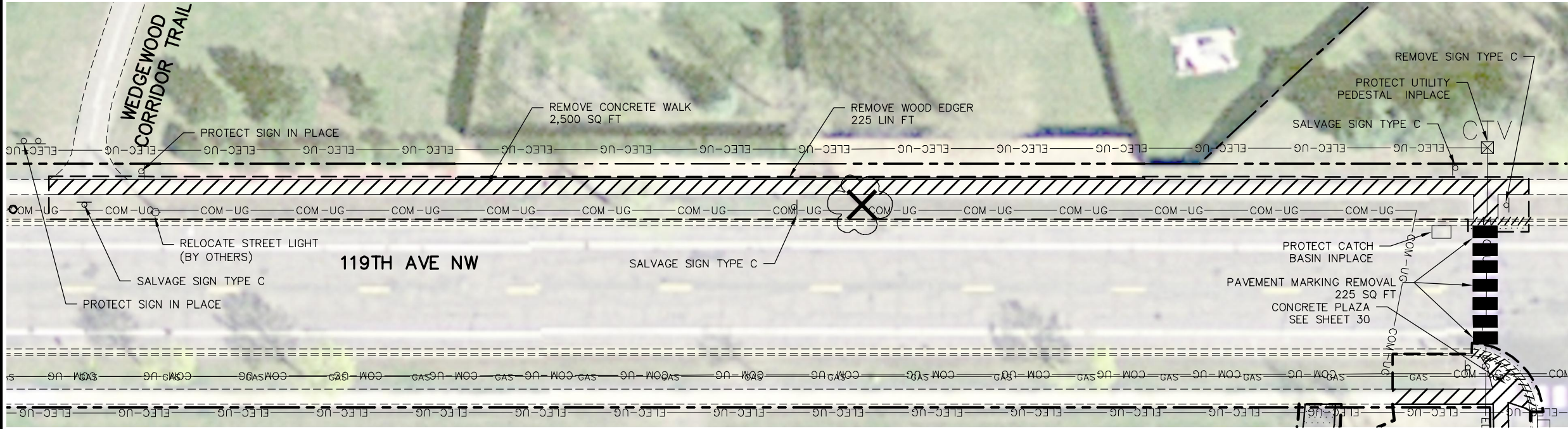
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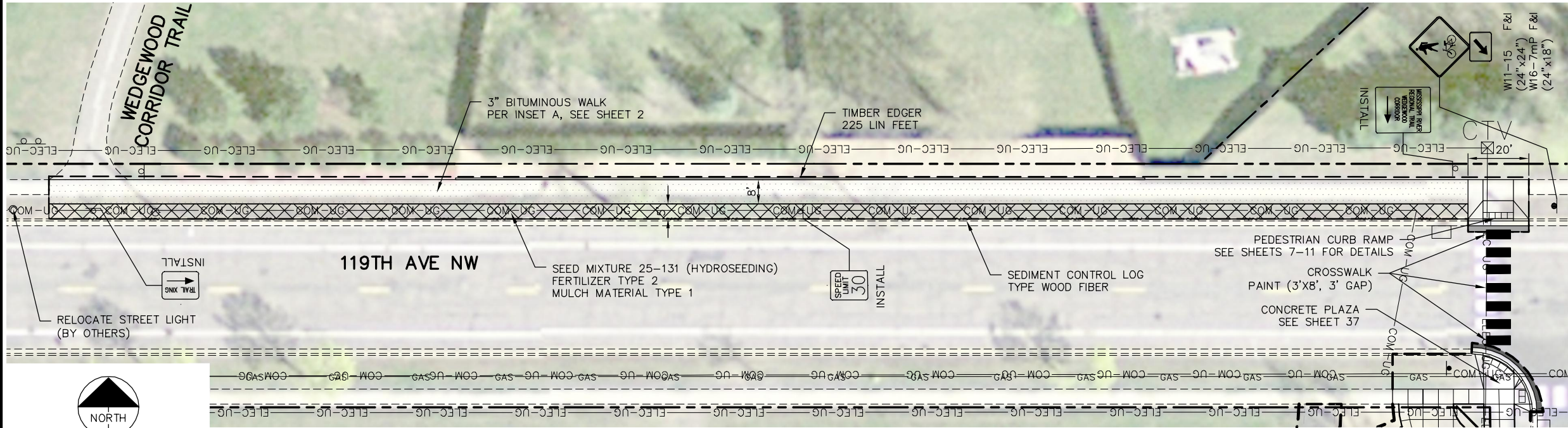


LEGEND

- REMOVE BITUMINOUS PAVEMENT
- REMOVE CONCRETE WALK
- REMOVE CRUSHED AGGREGATE LIME (COMMON EXCAVATION)
- REMOVE PLAYGROUND FILL
- BUILDING REMOVAL
- REMOVE CURB AND GUTTER
- SAWMING BIT PAVEMENT (FULL DEPTH)
- CLEARING AND GRUBBING
- CONSTRUCTION LIMITS

GENERAL REMOVAL NOTES:

1. THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."
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3. THE CONTRACTOR SHALL PROTECT ALL EXISTING FACILITIES THAT ARE NOT SPECIFICALLY CALLED OUT FOR ADJUSTMENT, REMOVAL, OR RELOCATION ON THIS PLAN.
4. THE CONTRACTOR SHALL VERIFY TREE REMOVALS AND ANY OTHER REMOVAL WITH THE ENGINEER PRIOR TO REMOVAL OPERATIONS.
5. ALL EXISTING FACILITIES OR FEATURES DAMAGED DURING CONSTRUCTION NOT SPECIFICALLY IDENTIFIED FOR REMOVAL SHALL BE REPLACED BY THE CONTRACTOR AT NO COST TO THE OWNER.



GENERAL CONSTRUCTIONL NOTES:

1. THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."
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5. THE CONTRACTOR SHALL VERIFY OR ADJUST POINTS AND GRADES AS NECESSARY TO MEET THE DESIGN INTENT OF THIS PLAN. ANY DEVIATIONS FROM THE PLAN SHALL BE VERIFIED BY THE ENGINEER.
6. THE CONTRACTOR SHALL PLACE AND MAINTAIN SEDIMENT CONTROL LOG TYPE WOOD FIBER AS DIRECTED BY THE ENGINEER. SEDIMENT CONTROL LOG TYPE WOOD FIBER SHALL BE REMOVED BY THE CONTRACTOR AFTER PERMANENT VEGETATION HAS BEEN ESTABLISHED AND APPROVED BY THE ENGINEER.
7. THE CONTRACTOR SHALL PLACE EROSION CONTROL BLANKETS CATEGORY 3P OVER ANY DISTURBED AREAS NOT SEEDED AFTER 7 DAYS AS DIRECTED BY THE ENGINEER.

No.	Date	Revisions	App.	DRAWING NAME 000016CP04.dwg
				DESIGNED BY: MFH
				DRAWN BY: KTI
				CHECKED BY: DJC
				DATE: 1/5/2016
				PROJECT NO. 16000015

Kimley»Horn



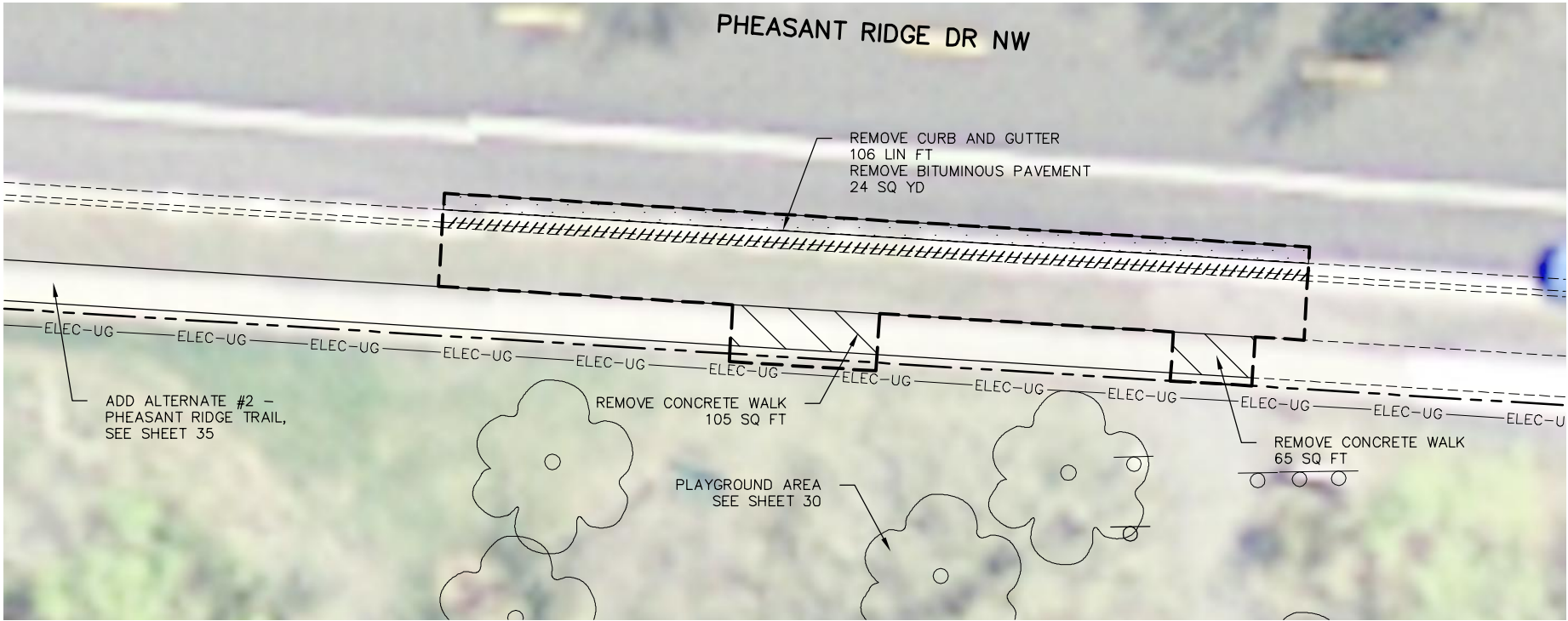
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
  
Daniel J. Coyle, P.E.  
DATE: 1/5/2016 MN LIC. NO. 44821

THE CITY OF COON RAPIDS  
2016 PARK REDEVELOPMENT PROJECTS  
CP 15-20  
ADD ALTERNATE #3 - WEDGEWOOD CORRIDOR TRAIL CONNECTION

SHEET NO.  
43  
48



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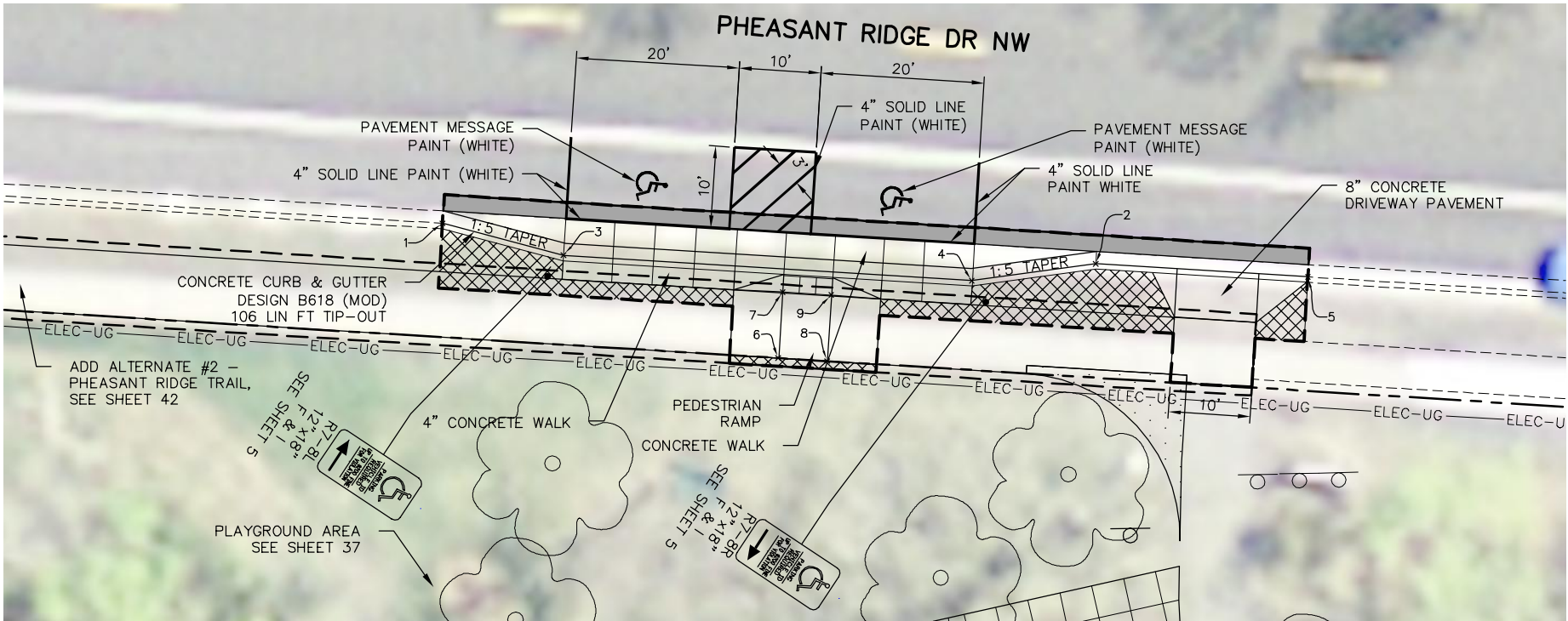
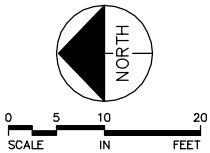


GENERAL REMOVAL NOTES:

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3. THE CONTRACTOR SHALL PROTECT ALL EXISTING FACILITIES THAT ARE NOT SPECIFICALLY CALLED OUT FOR ADJUSTMENT, REMOVAL, OR RELOCATION ON THIS PLAN.
4. THE CONTRACTOR SHALL VERIFY TREE REMOVALS AND ANY OTHER REMOVAL WITH THE ENGINEER PRIOR TO REMOVAL OPERATIONS.
5. ALL EXISTING FACILITIES OR FEATURES DAMAGED DURING CONSTRUCTION NOT SPECIFICALLY IDENTIFIED FOR REMOVAL SHALL BE REPLACED BY THE CONTRACTOR AT NO COST TO THE OWNER.

LEGEND

- REMOVE BITUMINOUS PAVEMENT
- REMOVE CONCRETE WALK
- REMOVE CRUSHED AGGREGATE LIME (COMMON EXCAVATION)
- REMOVE PLAYGROUND FILL
- BUILDING REMOVAL
- REMOVE CURB AND GUTTER
- SAWING BIT PAVEMENT (FULL DEPTH)
- CLEARING AND GRUBBING
- CONSTRUCTION LIMITS



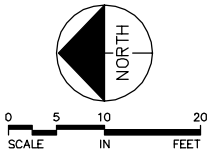
GENERAL CONSTRUCTIONL NOTES:

1. THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."
2. THE PLAN INDICATES THE GENERAL LOCATION OF KNOWN UTILITIES ON THE PROJECT. ALL UTILITY LOCATIONS ARE APPROXIMATE. PRIOR TO CONSTRUCTION THE CONTRACTOR SHALL VERIFY ALL UNDERGROUND UTILITY LOCATIONS AND ELEVATIONS WITH THE UTILITY COMPANIES OR CITY.
3. THE CONTRACTOR SHALL CONFORM TO THE GUIDELINES OUTLINED IN THE PUBLIC RIGHT-OF-WAY ACCESSIBILITY GUIDELINES 2010 (PROWAG) FOR ALL LONGITUDINAL AND CROSS SLOPES FOR PROPOSED CONCRETE WALK AND BITUMINOUS TRAIL SURFACES. SEE SPECIFICATION 1803 IN THE SPECIAL PROVISIONS.
4. THE ENGINEER SHALL VERIFY ALL GRADES PRIOR TO PAVING OPERATIONS.
5. THE CONTRACTOR SHALL VERIFY OR ADJUST POINTS AND GRADES AS NECESSARY TO MEET THE DESIGN INTENT OF THIS PLAN. ANY DEVIATIONS FROM THE PLAN SHALL BE VERIFIED BY THE ENGINEER.
6. THE CONTRACTOR SHALL PLACE AND MAINTAIN SEDIMENT CONTROL LOG TYPE WOOD FIBER AS DIRECTED BY THE ENGINEER. SEDIMENT CONTROL LOG TYPE WOOD FIBER SHALL BE REMOVED BY THE CONTRACTOR AFTER PERMANENT VEGETATION HAS BEEN ESTABLISHED AND APPROVED BY THE ENGINEER.
7. THE CONTRACTOR SHALL PLACE EROSION CONTROL BLANKETS CATEGORY 3P OVER ANY DISTURBED AREAS NOT SEEDED AFTER 7 DAYS AS DIRECTED BY THE ENGINEER.

LEGEND

- 4" CONCRETE WALK PER INSET B, SEE SHEET 2
- 4" BITUMINOUS PAVEMENT PER INSET E, SEE SHEET 2
- SEED MIXTURE 25-131 FERTILIZER TYPE 2 MULCH MATERIAL TYPE 1
- CONSTRUCTION LIMITS

Point Table				
Point #	Northing	Easting	Elevation	Description
1	154468.43	477842.57	857.89	FACE OF CURB
2	154388.51	477837.62	858.27	FACE OF CURB
3	154453.64	477838.66	858.05	FACE OF CURB
4	154403.67	477835.55	858.14	FACE OF CURB
5	154362.56	477836.01	858.66	FACE OF CURB
6	154427.37	477826.09	858.32	CONC RAMP
7	154426.80	477834.14	858.20	CONC RAMP
8	154421.36	477825.72	858.40	CONC RAMP
9	154420.88	477833.79	857.95	CONC RAMP



No.	Date	Revisions	App.	DRAWING NAME
				000016CP04.dwg
				DESIGNED BY: MFH
				DRAWN BY: KTI
				CHECKED BY: DJC
				DATE: 1/5/2016
				PROJECT NO. 16000015

**Kimley»Horn**

**COON RAPIDS**  
Minnesota

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

*Daniel J. Coyle*  
DANIEL J. COYLE, P.E.

DATE: 1/5/2016 MN LIC. NO. 44821

THE CITY OF COON RAPIDS  
2016 PARK REDEVELOPMENT PROJECTS  
CP 15-20  
ADD ALTERNATE #4 - PHEASANT RIDGE PARK ADA PARKING

SHEET NO.  
**44**

**48**



February 8, 2016

Tim Himmer, P.E.  
Public Works Director  
City of Coon Rapids  
11155 Robinson Drive  
Coon Rapids, MN 55433

Re: Proposal for Wintercrest Disc Golf Wetland Delineation and CCWD Permit Application

Dear Mr. Himmer:

Kimley-Horn and Associates, Inc. ("Kimley-Horn") is pleased to submit this proposal to the City of Coon Rapids ("City") for providing wetland delineation and CCWD permit application for the Wintercrest Park disc golf course.

### **Project Understanding**

City of Coon Rapids has requested wetland services including wetland delineation, delineation report, and boundary/type approval for portions of Wintercrest Park and Woodcrest Park which were not delineated in September 2015. This proposal is related to the work the city is doing to establish a disc golf course. As a part of the 2016 Parks Improvement, Kimley-Horn has had gathered some preliminary field information and has had general discussions with CCWD staff regarding the disc golf project. This proposal represents additional work, outside the 2016 Park Improvements project, that is anticipated to be needed to obtain a CCWD permit for the disc golf course in Wintercrest Park and Woodcrest Park.

### **Scope of Services**

Kimley-Horn will provide the services specifically set forth below.

### **TASK 1: Wetland Delineation And Report**

- A. Collect background data. The information provided (site location and preliminary layout) by the Client will be reviewed and used as background information in the completion of a wetland delineation. Existing data such as National Wetland Inventory, Anoka County Soil Survey, precipitation data and aerial photographs will be used to identify potential wetland areas outside of the area delineated in the Fall 2015 but within the existing Woodcrest Park boundary.
- B. Wetland Delineation and Report. A wetland delineation, using Routine Wetland Delineation Methods as identified in the USACE Wetland Delineation Manual and the Midwest Regional Supplement (Version 2.0), will be conducted on-site to determine the jurisdictional wetland boundaries within the project area. The agencies with jurisdiction over these wetlands will also be identified (anticipate the Army Corps of Engineers, Coon Creek Watershed District, and Minnesota DNR). The delineation will include documentation of the soils (hand auger or shovel test), vegetation, and visible hydrology present at the time of the site review. This assumes up to 4 potential wetland areas to be investigated and delineated. Flags will be placed along the wetland edge. Wetland flags will be surveyed by GPS and files provided to the Client as

needed. A report documenting the findings, as required by the agencies, will be prepared and reviewed by a Senior Wetland Specialist prior to submittal to the Regulatory Agencies.

- C. Technical Evaluation Panel (TEP) Meeting. Review and approval of the delineation will be required by the Coon Creek Watershed District, as the local governmental unit, and will also include review by representatives from BWSR, Anoka County, Minnesota DNR, and the Army Corps of Engineers. This task assumes one meeting onsite coordinated and led by Kimley-Horn to review the wetland boundaries as delineated. A TEP Finding regarding the wetland boundaries and types will be requested.

### Assumptions

It has been assumed for the purposes of this scope and fee estimate that the following hold true:

- Attendance at one TEP meeting for wetland boundary/type review.
- Coon Creek Watershed District will be the LGU for this project.
- All application and delineation review fees as required by the LGU will be paid by the **Client**.

### Services Not Included

Any other services, including but not limited to the following, are not included in this Agreement:

- Geotechnical investigation services
- Disc golf design services
- Construction phase services

### Information Provided By Client

We shall be entitled to rely on the completeness and accuracy of all information provided by the City or the City's consultants or representatives.

### Schedule

We will complete the field work during the 2016 growing season (anticipated start of the growing season is May 15th, 2016).

### Fee and Expenses

Kimley-Horn will perform the Services in this proposal on a labor fee plus expense basis with the maximum labor fee shown below.

Task 1 – Wetland Delineation and Report	\$ 5,600
<u>Expenses</u>	<u>\$ 300</u>
Total Estimated Fee (Labor and Expenses)	\$ 5,900

Kimley-Horn will not exceed the total estimated fee shown without authorization from the City. Individual task amounts are provided for budgeting purposes only.

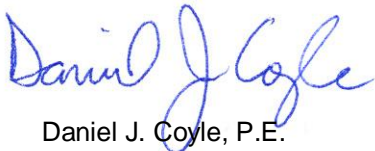
Labor fee will be billed on an hourly basis according to our then-current rates. A percentage of labor fee will be added to each invoice to cover certain other expenses as to these tasks such as telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage.

Payment will be due within 25 days of your receipt of the invoice.

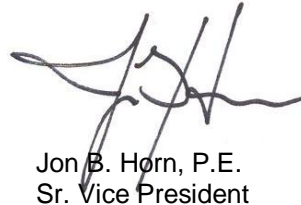
We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.



By: Daniel J. Coyle, P.E.  
Project Manager



Jon B. Horn, P.E.  
Sr. Vice President





February 11, 2016

Tim Himmer, P.E.  
Public Works Director  
City of Coon Rapids  
11155 Robinson Drive  
Coon Rapids, MN 55433

Re: Construction Phase Services for 2016 Park Improvement Projects

Dear Mr. Himmer:

Kimley-Horn and Associates, Inc. ("Kimley-Horn") is pleased to submit this revised proposal to the City of Coon Rapids ("City") for providing construction phase services for your 2016 Park Improvement Projects.

### **Project Understanding**

The parks scheduled for improvement as a part of this construction phase contract are Delta Park, Mason Park, Pheasant Ridge Park and Woodcrest Park. The improvements are described in the construction documents titled 2016 Park Improvements and purchase orders for play structures, native plantings and restroom building.

### **Scope of Services**

Kimley-Horn will provide the services specifically set forth below.

#### **Task 1 – Construction Phase Services**

- A. Prepare NPDES Permit. Upon award of the contract by the City, confirm contractor has submitted online NPDES permit and sends Kimley-Horn the NPDES declaration document.
- B. Preconstruction Meeting. Coordinate and lead the preconstruction meeting for the project prior to the start of construction. Prepare and distribute meeting summary.
- C. Construction Observation - Provide part-time on-site observation for the duration of the project construction. We assume 30 weeks of part-time observation (on average 20-hours per week) from April 23, 2016 to November 18, 2016. Construction inspection for native prairie establishment beyond November 18, 2016 is not included in this proposal. We assume that our attendance at periodic construction meetings will be part of our construction observation task.
- D. Contractor Submittals. Respond to contractor inquiries, requests for information, submittals and shop drawings. Maintain a log of submittals and the review process. Submittals will promptly be distributed to the appropriate reviewer. Monitor the reviews for response to the contractor. Submittals will be electronic and posted to a Sharefile site allowing the contractor, Kimley-Horn and the City of Coon Rapids to get up-to-date information on the status of submittals.
- E. Pay Applications. Prepare seven (7) monthly contractor payment vouchers and submit the vouchers to the City for processing/approval. Work with the contractor to document quantities and prepare payment records. Upon completion of the improvements, we will prepare final

- payment documents for the project.
- F. Project Documentation. Document construction quantities; changes and issues encountered; work progress; and key communications. Maintain project records such as diaries, weekly construction reports, and photos. Review contractor compliance with prevailing wages by reviewing weekly certified payroll information and performing spot wage interviews.
  - G. Change Orders. In the event that a change order is required, negotiate with the contractor for a fair cost and coordinate approval with City of Coon Rapids. The Kimley-Horn team will work with the contractor when submitting value engineering proposals to evaluate whether or not the proposed changes will meet project requirements, improve the project construction, and / or lower costs. If extra work is deemed necessary, maintain records of the work and prepare the proper documentation for payment. Assumes a total of up to three change orders.
  - H. Construction Material Testing. Kimley-Horn will contract with a subconsultant to provide construction material testing. Coordinate with the construction material testing firm to provide construction material testing needed for the project.

### Services Not Included

Any other services, including but not limited to the following, are not included in this Agreement:

- Preparation of Notice of Award and Contract
- Construction staking
- Record drawings
- Public involvement / stakeholder meetings

### Information Provided By Client

We shall be entitled to rely on the completeness and accuracy of all information provided by the City or the City's consultants or representatives.

### Schedule

We will provide our services as expeditiously as practicable with the goal of meeting the following schedule:

Award of Contract	February 16, 2016
Notice to Proceed	April 23, 2016
Substantial Completion	September 30, 2016
Final Completion	November 18, 2016

### Fee and Expenses

Kimley-Horn will perform the Services in this proposal on a labor fee plus expense basis with the maximum labor fee shown below.

Task 1 – Construction Phase Services	\$111,095
Expenses	\$ 5,800
Total Estimated Fee (Labor and Expenses)	\$116,895

Kimley-Horn will not exceed the total estimated fee shown without authorization from the City. Individual task amounts are provided for budgeting purposes only.

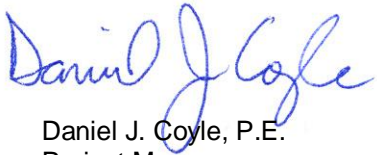
Labor fee will be billed on an hourly basis according to our then-current rates. A percentage of labor fee will be added to each invoice to cover certain other expenses as to these tasks such as telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage.

Payment will be due within 25 days of your receipt of the invoice.

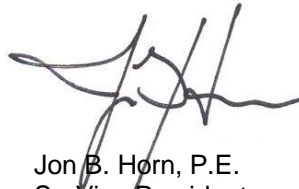
We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.



By: Daniel J. Coyle, P.E.  
Project Manager



Jon B. Horn, P.E.  
Sr. Vice President

Attachments:  
Fee Estimate Details

**RESOLUTION NO. 15-20(9)**

**(9) RESOLUTION ACCEPTING BID AND  
AWARDING CONTRACT**

**WHEREAS**, pursuant to an advertisement for bids for the improvement of Delta, Mason, Pheasant Ridge and Woodcrest Parks by redevelopment, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

Contractor	Base Bid	Alt. 1	Alt. 2	Alt. 3	Alt. 4	Total
Custom Builders, Inc.	\$725,452.00	\$68,177.00	\$21,940.50	\$24,513.25	\$16,894.50	\$856,977.25
New Look Contracting, Inc.	\$823,529.50	\$75,800.00	\$30,607.50	\$35,620.00	\$16,865.00	\$982,422.00
Peterson Companies, Inc.	\$1,031,552.43	\$155,323.86	\$47,045.50	\$54,601.85	\$32,148.30	\$1,320,671.94

**WHEREAS**, it appears that Custom Builders, Inc. of Cold Spring, Minnesota is the lowest responsible bidder; and

**WHEREAS**, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

**WHEREAS**, this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota that the bid of \$856,977.25 by Custom Builders, Inc. for Coon Rapids Improvement Project 15-20 be accepted as the lowest responsible bid.

**BE IT FURTHER RESOLVED** that the Mayor and City Manager are hereby authorized and directed to enter into a contract with Custom Builders, Inc. of Cold Spring, Minnesota for the improvement of Delta, Mason, Pheasant Ridge and Woodcrest Parks by Redevelopment according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.

**BE IT FURTHER RESOLVED** that the City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

Adopted this 16th day of February, 2016.

\_\_\_\_\_  
Jerry Koch, Mayor

ATTEST:

\_\_\_\_\_  
Joan Lenzmeier, City Clerk



## City Council Regular

13.

**Meeting Date:** 02/16/2016

**Subject:** Consider Adopting Resolution 16-5(8) Approving Plans and Specifications and Ordering Advertisement for Bids for Project 16-5

**Submitted For:** Tim Himmer, Public Works Director

**From:** Sarah Greene, Administrative Assistant II

---

### **INTRODUCTION**

Since 2004, several area cities have participated in a regional street maintenance materials contract for the purpose of obtaining competitive bids for street maintenance services. Council is requested to approve plans and specifications and order advertisement for bids for the 2016 program.

### **DISCUSSION**

The City of Coon Rapids has served as lead agency for the street maintenance program since its implementation in 2004. There are currently ten cities that have joined the Joint Powers Agreement. The JPA provides the members an option to participate in all or some of the street maintenance services. They can also choose not to participate if their budget does not allow them in a particular year.

Cities participating in the 2016 program include Andover, Anoka, Brooklyn Center, Circle Pines, Columbia Heights, Coon Rapids, East Bethel, Fridley, Ham Lake and Mahtomedi. The program offers street maintenance material items and services that include sealcoating, pavement markings, street sweeping, crack sealing and fog sealing. The City of Coon Rapids will participate in sealcoating of 16.2 miles of streets and 41 cul-de-sacs, pavement markings, spring and fall street sweeping, sealcoating of Prairie Oaks and Thorpe Park Parking Lots, and fog sealing trails in Woodview Park.

Plans and specifications have been completed and are being presented to Council for consideration. If Council authorizes the project to move forward, the project will be advertised February 19 and 26, and bids will be received on March 11, 2016. After bids have been received, the cities are given a 20-day comment period as outlined in the JPA. Award of the contract would be considered by Council at the April 5, 2016 meeting. The cities then have 30 days to review the bid results and decide whether or not they wish to proceed. Work is expected to begin in early June and be completed by September 4, 2016.

### **RECOMMENDATION**

It is recommended the Council adopt Resolution No. 16-5(8) approving plans and specifications and ordering advertisement for bids for the 2016 Street Maintenance Program.

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**BUDGET IMPACT:**

The Street Maintenance Program has saved the City considerable amounts of money in purchasing of street maintenance materials and services. We will continue to provide these services in this manner. All funding for maintenance operations have been included in the appropriate budgets.

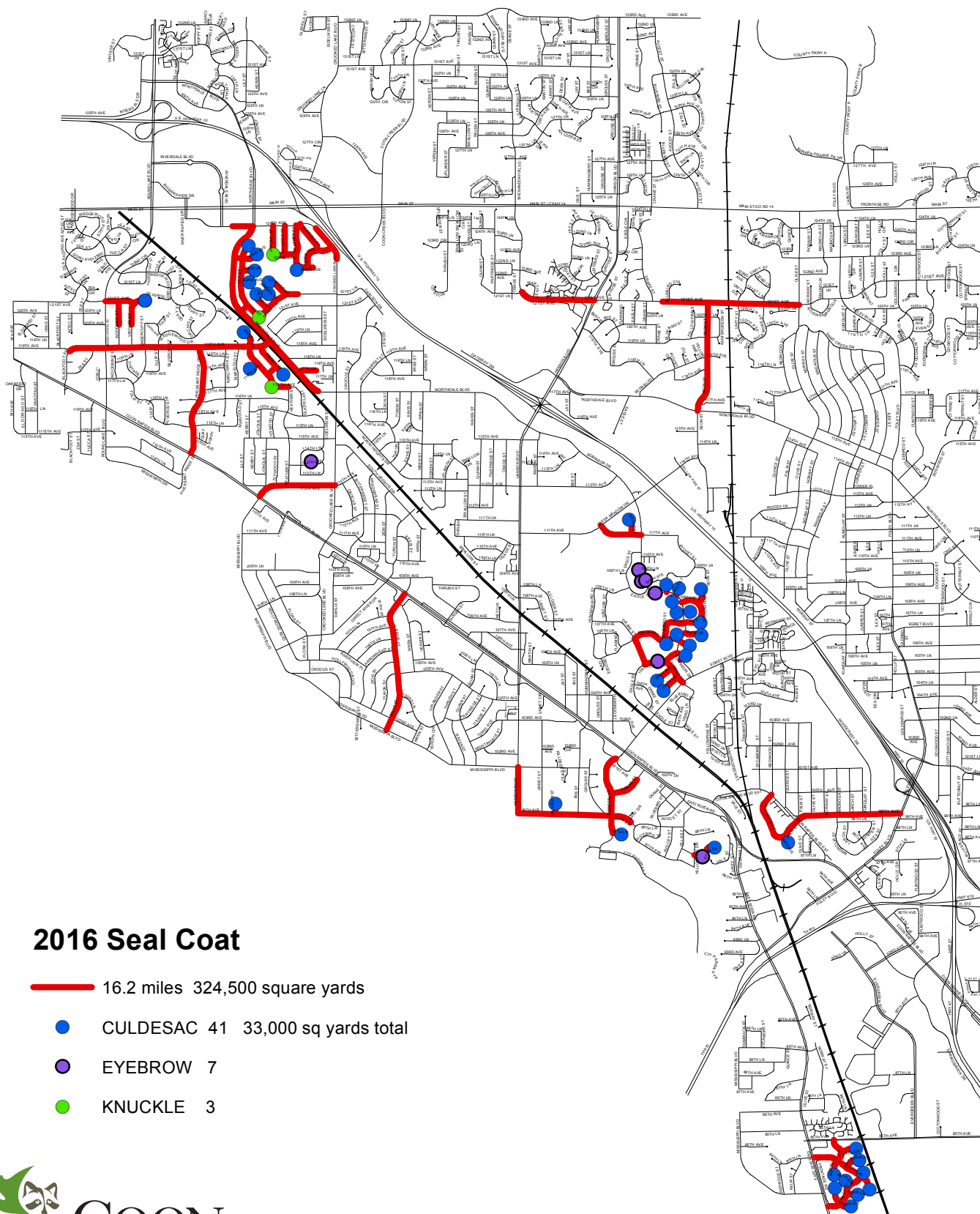
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**Attachments**

Locations

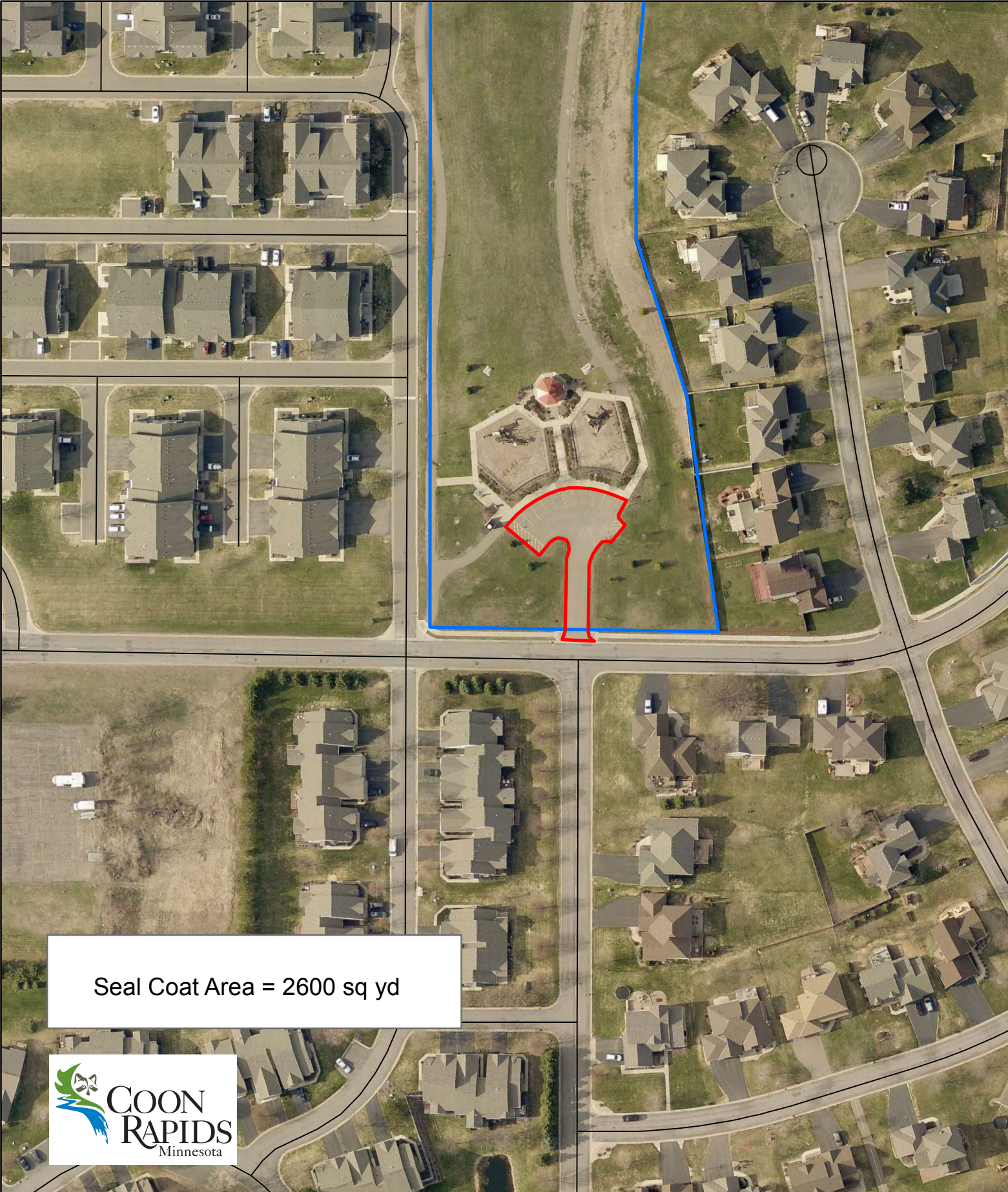
Resolution

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# Prairie Oaks Parking Lot Sealcoat



Seal Coat Area = 2600 sq yd





# Thorpe Parking Lot Sealcoat



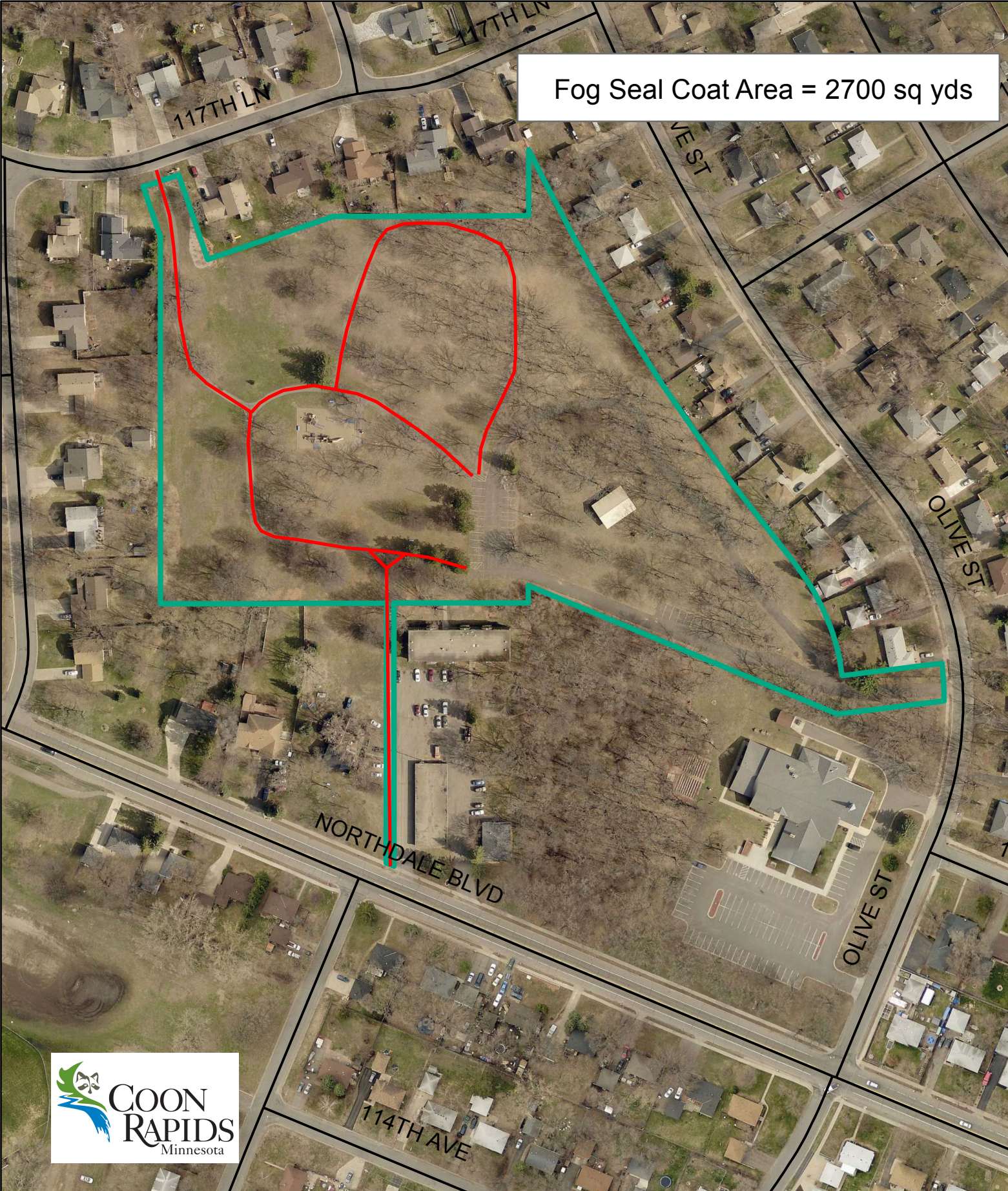
Seal Coat Area = 2600 sq yd



# Woodview Park Trails Fog Seal



Fog Seal Coat Area = 2700 sq yds





**RESOLUTION NO. 16-5(8)**

**(8) RESOLUTION APPROVING PLANS AND SPECIFICATIONS  
AND ORDERING ADVERTISEMENT FOR BIDS**

**WHEREAS**, the City Public Works Department/Engineering Division have prepared plans and specifications for the improvement of streets in various communities by sealcoating, pavement markings, street sweeping, crack sealing, and fog sealing and have presented such plans and specifications to the Council for approval; and

**WHEREAS**, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

**WHEREAS**, this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the City of Coon Rapids until 10:00 a.m. on the 11th day of March, 2016, at which time they will be publicly opened in the City Hall by the Engineer, will then be tabulated, and will be considered by the Council at 7:00 p.m. on the 5th day of April, 2016, in the Council Chambers, and that no bids will be considered unless sealed and filed with the City and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk for 5% of the amount of such bid.

Adopted this 16th day of February, 2016.

---

Jerry Koch, Mayor

ATTEST:

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Joan Lenzmeier, City Clerk



**City Council Regular**

**14.**

**Meeting Date:** 02/16/2016

**Subject:** Consider Introduction of Ordinance Adding Requirements for Microdistilleries, Brew Pubs and Brewer Taprooms

**From:** Joan Lenzmeier, City Clerk

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**INTRODUCTION**

Council is asked to introduce an ordinance adding requirements for microdistilleries, brew pubs and brewer taprooms to the alcoholic beverage licensing section of the City's Code.

**DISCUSSION**

In order to allow for the licensing of microdistilleries, brew pubs and brewer taprooms, it is necessary to make amendments to Chapter 5-200, the City's alcoholic beverage licensing code. The ordinance attached will allow for microdistilleries, brew pubs and brewer taprooms. In addition, staff has included a revision to Sunday sales to allow for the recently amended state law that allows Sunday on sale license holders to begin serving at 8:00 a.m. The City's code currently requires that sales start at 10:00 a.m.

**RECOMMENDATION**

Introduce ordinance allowing for licensing provisions for microdistilleries, brew pubs, and brewer taprooms.

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**Attachments**

Liquor License Ordinance

---

## **ORDINANCE NO.**

### **AN ORDINANCE ADDING REQUIREMENTS FOR MICRODISTILLERIES, BREW PUBS AND BREWER TAPROOMS, AND AMENDING THE HOURS FOR INTOXICATING LIQUOR ON SUNDAYS AND THEREBY AMENDING REVISED CITY CODE – 1982 SECTIONS 5-203, 5-209, 5-218, and 5-219**

**The City of Coon Rapids does ordain:**

Section 1. Revised City Code - 1982 Section 5-203 is hereby amended as follows:

(deletions in brackets, additions double underlined)

#### **5-203 Definitions.**

(1) “Public drinking place” means any public place which serves liquids which are or may be used for the purposes of mixing intoxicating liquors to be consumed on the premises.

(2) “Public place” shall mean any place, other than a private home where two or more persons or groups of persons or the public congregate or frequent and shall include, but not be limited to, clubs, taverns, beer stores, drug stores, restaurants, and hotels.

(3) “Tavern” means on-sale establishments where entertainment, music, and dancing are permitted.

(4) “Alcoholic Beverage” means any beverage containing more than one-half of one percent alcohol by volume.[Revised 9/18/01, Ordinance 1738][Revised 5/4/04, Ordinance 1836]

(5) “Off-sale Intoxicating Liquor” includes the off-sale of intoxicating liquor under both Class A and Class B licenses, unless otherwise specified herein.

(6) “Class A Off-sale Intoxicating Liquor License” means a license to sell intoxicating liquor off-sale.

(7) “Class B Off-sale Intoxicating Liquor License” means a license to sell off-sale intoxicating malt liquor and wines only.[Revised 11/8/00, Ordinance 1712]

(8) “Class B On-sale Intoxicating Liquor License” means a license to sell intoxicating liquor for establishments which meet the seating requirements for restaurants and which have some food available, but which do not provide a full menu or table service.[Revised 11/15/05, Ordinance 1911]

(9) “Intoxicating Liquor” means ethyl alcohol, distilled, fermented, spirituous, vinous and malt beverages containing more than 3.2 percent alcohol by weight.[Revised 9/18/01, Ordinance 1738]

(10) “3.2 Percent Malt Liquor” means malt liquor containing not less than one-half of one percent alcohol by volume nor more than 3.2 percent alcohol by weight.[Revised 9/18/01, Ordinance 1738]

(11) “Wine” means the product made from the normal alcoholic fermentation of grapes, including still wine, sparkling and carbonated wine, wine made from condensed grape must, wine made from other agricultural products than sound, ripe grapes, imitation wine, compounds sold as wine, vermouth, cider, perry and sake, in each instance containing not less than one-half of one percent nor more than 24 percent alcohol by volume for nonindustrial uses.[Revised 5/4/04, Ordinance 1836]

(12) “Wine Tasting” is an event at which persons pay a fee or donation to participate, and are allowed to consume wine by the glass without paying a separate charge for each glass. [Revised 2/17/09, Ordinance 1999]

(13) “Microdistillery” shall mean a distillery operated within the state producing premium, distilled spirits in total quantity not to exceed 40,000 proof gallons in a calendar year.

(14) “Cocktail Room” shall mean on-sale of distilled liquor produced by the distiller for consumption on the premises of or adjacent to one distillery location owned by the distiller.

(15) “Brew Pub” shall mean a brewer who also holds one or more retail on-sale licenses and who manufactures fewer than 3,500 barrels of malt liquor in a year, at any one licensed premises, the entire production of which is solely for consumption on tap on any licensed premises owned by the brewer, or for off-sale from those licensed premises as permitted in Minnesota Statute 340A.24, Subdivision 2.

(16) “Brewer Taproom” shall mean on-sale of malt liquor produced by the brewer for consumption on the premises of or adjacent to one brewery location owned by the brewer.

(17) “Growlers” shall mean a 64-ounce container or 750 milliliter bottle as defined by Minnesota Statute 340A.285(a). The containers or bottles shall bear a twist-type closure, cork, stopper, or plug. At the time of sale, a paper or plastic adhesive band, strip or sleeve shall be applied to the container and extend over the top of the twist type closure, cork, stopper or plug forming a seal that must be broken upon opening of the container. The adhesive band, strip or sleeve shall bear the name and address of the brewer/licensee selling the malt liquor. The containers shall be identified as malt liquor, contain the name of the malt liquor, bear the name and address of the brewer/licensee selling the malt liquor, and the contents in the container packaged as required herein shall be considered intoxicating liquor unless the alcoholic content is labeled as otherwise in accordance with the provisions of Minnesota Rules, part 7515.1100.

Section 2. Revised City Code – 1982 Section 5-209 is hereby amended as follows:

(deletions in brackets, additions double underlined)

#### 5-209 Types of Licenses and Fees.

(1) In accordance with State law, the City Code, and particularly this Chapter, the following types of annual licenses may be issued and the fees established from time to time by ordinance of the City Council:

- (a) 3.2 percent malt liquor, off-sale.
- (b) 3.2 percent malt liquor, on-sale.
- (c) Tavern beer (including public dancing).
- (d) Bottle clubs (including public dancing).
- (e) Public drinking place.
- (f) Intoxicating liquor, clubs, as defined in Minnesota Statutes Section 340A.101, subd.7.

(g) Intoxicating liquor, on-sale, Class A license for hotels, as defined in Minnesota Statutes Section 340A.101, subd.13 and restaurants, as defined in Minnesota Statutes Section 340A.101, subd. 25 as modified by City Code Subsection 5-217(2)(a).

(h) Class B license for establishments which meet the seating requirements for restaurants and which have some food available, but which do not provide a full menu or table service.

(i) Sunday sales.

(j) Wine, on-sale, for restaurants as defined in Minnesota Statutes Section 340A.101, subd. 25 as modified by City Code Subsection 5-217(2)(b).[Revised 11/15/05, Ordinance 1911]

(k) Cocktail Room;

(l) Microdistillery Off Sale;

(m) Brew Pub Off Sale;

(n) Brewer Taproom;

(o) Small Brewer Off Sale;

Section 3. Revised City Code – 1982 Section 5-209 is hereby amended as follows:

(deletions in brackets, additions double underlined)

#### 5-209 Types of Licenses and Fees.

(10) Cocktail Room License. A Cocktail Room License may be issued to a microdistillery license under Minnesota Statute 340A, as it may be amended from time to time and authorizes on-sale of distilled liquor produced by the distiller for consumption on the premises of or adjacent to one distillery location owned by the distiller, subject to the following conditions:

(a) On-sale of distilled spirits shall be limited to the legal hours for on-sale pursuant to state law and Chapter 5-218.

(b) No single entity may hold both a Cocktail Room and Taproom license, and a cocktail room and taproom may not be co-located.

(c) Distiller may only have one Cocktail Room license, and may not have an ownership interest in a distillery licensed under section Minnesota Statute 340A.301 Subdivision 6, paragraph (a), as it may be amended from time to time.

(d) Nothing in this subdivision precludes the holder of a microdistillery cocktail room license from also holding a license to operate a restaurant at the distillery.

(11) Microdistillery Off Sale License. A Microdistillery Off Sale License may be issued to microdistiller licensed under Minnesota Statute 340A, as it may be amended from time to time, for off sale of distilled spirits. The license allows the sale of one 375 milliliter bottle per customer per day of product manufactured on-site, subject to the following requirements:

(a) Off-sale hours of sale must conform to hours of sale for retail off-sale licensees as listed in Chapter 5-218(3).

(b) No brand may be sold at the microdistillery unless it is also available for distribution by wholesalers.

(12) Brewer Taproom License. A Brewer Taproom License may be issued to a brewer licensed under Minnesota Statute 340A as it may be amended from time to time, for the on-sale of malt liquor subject to the following conditions:

(a) On-sale of malt liquor shall be limited to the legal hours for on-sale pursuant to State Law and Chapter 5-218.

(b) Brewer may only hold one brewer taproom license under this chapter.

(c) The only alcohol that may be sold or consumed on the premises of a brewery taproom will be the malt liquor produced by the brewer.

(d) License may only be issued to a licensee operating in the regional shopping, general commercial, community commercial, port, and industrial districts.

(e) Nothing in this section precludes the holder of a brewer taproom license from also holding a license to operate a restaurant at the brewery.

(13) Small Brewer Off Sale License. A Small Brewer Off Sale License may be issued to a brewer licensed under Minnesota Statute 340A, as it may be amended from time to time, for off-sale of malt liquor at its licensed premises that has been produced and packaged by the brewer, subject to the following conditions:

(a) Off-sale hours of sale of malt liquor must conform to hours of sale for retail off-sale licensees as listed in Chapter 5-218(3) and the malt liquor sold off-sale must be removed from the premises before the applicable off-sale closing time at exclusive liquor stores, except that malt liquor in growlers only may be sold as off-sale on Sundays.

(b) Amount of malt liquor sold at off-sale may not exceed 500 barrels annually.

(c) Malt liquor sold off-sale under this subdivision shall be packaged only in Growlers.

(14) Brew Pub Off Sale License. A Brew Pub Off Sale License may be issued to a brewer who holds a brewer license issued by the Minnesota Commissioner of Public Safety for the operation of a brew pub and shall be operated in and as a part of a restaurant establishment for which an on-sale intoxicating liquor license has been issued by the city, subject to the following conditions:

(a) Off-sale hours of sale of malt liquor must conform to hours of sale for retail off-sale licensees as listed in Chapter 5-218(3) and malt liquor must be removed from the licensed premises before the applicable off-sale closing time requirements. Notwithstanding any other provisions, sales of off-sale malt liquor shall be permitted on Sundays during the hours of 8:00 a.m. to 10:00 p.m., except for December 25 or December 24 after 8:00 p.m.

(b) Off-sale license may be issued solely for the malt liquor produced and packaged on the licensed premises and only upon approval of the license by the Minnesota Commissioner of Public Safety.



(c) Only malt liquor may be brewed or manufactured at the licensed premises and not more than 3,500 barrels of malt liquor in a calendar year may be brewed or manufactured at the licensed premises, provided that off sale totals may not total more than 500 barrel.

(d) Malt liquor sold off-sale under this subdivision shall be packaged in Growlers.

Section 4. Revised City Code - 1982 Section 5-218 is hereby amended as follows:

(deletions in brackets, additions double underlined)

5-218 Days and Hours.

(3) Off-sale Intoxicating Liquor Establishments. No sale of intoxicating liquor may be made by an off-sale licensee:

- (a) on Sundays, except for off sale growler sales as allowed by Minnesota Statute 340A.24, Subd. 2, as may be amended from time to time and Minnesota Statute 340A.26, Subd. 5 as may be amended from time to time;
- (b) before 8:00 a.m. on Monday through Saturday;
- (c) after 10:00 p.m. on Monday through Saturday;
- (d) on Thanksgiving Day;
- (e) on Christmas Day, December 25; or
- (f) after 8:00 p.m. on Christmas Eve, December 24.[Revised 5/4/04, Ordinance 1836]

Section 5. Revised City Code - 1982 Section 5-219 is hereby amended as follows:

(deletions in brackets, additions double underlined)

5-219 Sunday Sales. Notwithstanding the other sections of this Chapter, establishments to which on-sale licenses for the sale of alcoholic beverages on Sunday have been issued, and establishments to which on-sale wine licenses have been issued, may serve alcoholic beverages for which licensed between the hours of [~~10:00~~] 8:00 a.m. Sunday and 2:00 a.m. Monday in conjunction with the serving of food, provided that the licensed establishment is in conformance with the Minnesota Clean Indoor Air Act as set out in Minnesota Statutes Sections 144.411 to 144.417.[Revised 5/4/04, Ordinance 1836]

Introduced this 16<sup>th</sup> day of February, 2016.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

\_\_\_\_\_  
Joan Lenzmeier, City Clerk

\_\_\_\_\_  
Jerry Koch, Mayor



## City Council Regular

15.

**Meeting Date:** 02/16/2016

**Subject:** Consider 2015-2016 Insurance Renewals

**From:** Sharon Legg, Finance Director

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### **INTRODUCTION**

Staff recommends accepting the quote from the League of Minnesota Cities Insurance Trust (LMCIT) for property and liability insurance for the period December 1, 2015 through November 30, 2016.

### **DISCUSSION**

Mr. Mark Lenz, Bearence Management Group, the City's insurance agent, has presented a quotation for the property and liability policy, which includes a \$50,000 deductible up to an aggregate of \$200,000 as in previous policies. The premium savings, by utilizing the \$50,000 deductible rather than a \$1,000 deductible, will be roughly \$250,000. The City paid \$135,000 in property and liability losses in 2015 in addition to \$32,000 in net losses for physical damage to City owned vehicles. The City opts to not cover vehicles for physical damage given the high deductible. If the City were to consider a lower deductible of \$25,000 with a \$100,000 aggregate, the premium would increase roughly \$60,000. The only two losses greater than \$25,000 that the City incurred in 2015 were roughly \$31,000 for the fire at Bunker Hills Golf Club and \$47,000 in legal fees for a case that was eventually dismissed.

**Property/Automobile Rates** Property rates decreased 4%. Coon Rapids is insuring \$123.4 million in buildings/contents and 199 vehicles as compared to \$120.5 million in buildings/contents and 204 vehicles for the prior year. The number of vehicles is dependent on how quickly older vehicles are deleted from the fleet. The City has opted to only insure vehicles for liability, not physical damage. This does not include heavy equipment such as dump trucks and fire trucks which do carry physical damage. Property values increased overall by 1.5 percent.

**Liability Premium** The LMCIT's liability rating system is designed to be simple, do a good job of allocating premium costs to members, and uses just five key factors: number of households, sewer connections, city employees, police officers and overall city expenditures. This rating system is used to rate municipal liability and auto liability premiums. Experience shows that these categories consistently accounted for most of the LMCIT's liability loss costs, about 79% of the total. Land use, measured by number of homes, accounted for 21%, police about 26%, employment claims about 16% and sewer backup 16%. Everything else was about 21%. That category includes claims related to water and other utilities, parks and recreation, licensing, airports, etc. Overall, the LMCIT decreased the liability rates about three percent.

The experience rating factor is based on six categories of losses: police, land use, employment, sewer backups, automobile and all other. Actual losses are compared to expected losses in cities with comparable numbers over the past three years. For the 2015-16 renewal, the experience modification factor decreased from .884 to .865. When less than one, the rating represents a discount from the standard premium. This year's premium is based on 2012, 2013 and 2014 losses. The smaller the factor, the better.

**Legal Limit** Statutory limits are \$500,000 per claimant and \$1.5 million per occurrence. The City has the option to waive these limits, allowing the LMCIT to pay claims in excess of the statutory limit. Waiving the limit does increase the premium. Staff recommends the City not to waive the statutory limit.

**No Fault Sewer Back-up Coverage** The City carried this coverage from 2002 through 2010 but declined in 2011 and 2012. The City Council did request that the City carry the insurance starting again in 2013-14 at a cost of \$15,340. The cost for 2016 for similar insurance would cost \$15,349. No fault sewer back-up coverage would supplement a homeowner's personal insurance up to \$10,000 per sewer back-up claim no matter who is at fault. Without the added coverage, the City's insurance would only cover the claim if it were determined to be the City's negligence that caused the back-up. Staff has recommended that the City not purchase this coverage in the past. In 2015, the City paid \$ 32,754 for claims under the sewer no fault coverage.

## **RECOMMENDATION**

Staff recommends authorization for the following:

- Purchasing insurance through the LMCIT with a \$50,000 deductible up to an annual aggregate of \$200,000.
- Maintaining statutory legal limits of \$1.5 million per occurrence.
- Direct staff on the purchase of no fault sewer back up insurance by either selecting option 1 or 2:
  1. Adopt Resolution 16-33 Purchasing sewer backup liability insurance or
  2. Adopt Resolution 16-33A Declining the purchase of optional sewer backup liability insurance

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## **Attachments**

Premium Summary

RS Purchasing Sewer Backup Coverage

RS Declining Sewer Backup Coverage

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**City of Coon Rapids, MN**

**Proposed Insurance Premiums 2012/13 as compared to prior years**

**Deductible: 50,000/200,000**

	2012/13	2011/12	2010/11	2009/10	2008/09	2007/08	2006/07	2005/06	2004/05	2003/04	2002/03
Insured property in millions	114.6	107.8	89.8	71.4	69.3	67.1	63.6	59.4	55	53.2	49.6
Number of vehicles/trailers (1)	171	200	189	186	195	190	181	196	196	174	173
Expenditures (\$ millions) for liability coverage		30.7	28.8	28.7	29.3	28.8	27	26.2	27.2	22.5	21.6
Expenditures (\$ millions) for error & omission coverage		48.5	53.3	48.3	50.3	51.7	49.1	49.2	51.3	39.2	44.1
Expenditures (\$millions) total	55.7										
Statutory limits:											
Per claimant	500,000	500,000	500,000	500,000	400,000	300,000	300,000	300,000	300,000	300,000	300,000
Per occurrence (\$ millions)	1.5	1.5	1.5	1.5	1.2	1.2	1	1	1	1	1
Experience rating	0.804	0.739	0.836	0.846	0.91	0.986	0.94	N/A	N/A	N/A	N/A
<b>Premium:</b>											
Property	47,538	60,524	42,352	39,527	39,975	42,044	39,082	29,614	28,200	33,597	25,523
Inland marine	9,048	10,716	7,725	8,511	9,754	10,350	8,207	6,749	7,610	7,370	7,141
Municipal liability	116,528	89,881	100,975	106,182	126,011	134,372	113,784	94,234	93,997	99,851	97,524
Automobile liability & physical	25,438	23,706	27,007	28,621	34,966	35,669	30,176	28,055	29,031	29,268	26,804
Petrofund reimbursement	Included	Included	Included	Included	Included	Included	Included	Included	576	621	698
Open meeting law	Included	Included	Included	Included	1,496	1,657	1,742	1,599	1,738	1,812	2,077
Bonds	1,268	1,303	1,373	1,656	1,595	1,491	1,374	1,350	1,405	1,384	1,646
No fault sewer back-up	0	0	0	9,024	10,718	10,529	9,672	11,069	7,990	8,486	8,262
Equipment breakdown	16,217	15,028	12,511	9,967	9,664	10,988	10,416	9,490	8,703	8,428	7,844
Accident plan for volunteers (est)	1,450	1,450	1,595	2,175	2,175	2,175	2,175	2,175	2,175	2,175	2,175
 Total LMCIT policy	 217,487	 202,608	 193,538	 205,663	 236,354	 249,275	 216,628	 184,335	 181,425	 192,992	 179,694
 Other vendors											
Lawyer's professional (Aug 1 renewal)		3,534	3,574	3,574	3,759	3,942	3,942	3,942	3,876	3,876	3,555
Clinic professional (June 1 renewal)	n/a	n/a	n/a	n/a	n/a	n/a	4,756	4,754	4,756	4,756	3,805
 Total other vendors	 0	 3,534	 3,574	 3,574	 3,759	 3,942	 8,698	 8,696	 8,632	 8,632	 7,360
 Excess liability (\$1,000,000)	 n/a	 n/a	 n/a	 n/a	 n/a	 n/a	 n/a	 n/a	 n/a	 n/a	 n/a
 <b>Total premium</b>	 <b>217,487</b>	 <b>206,142</b>	 <b>197,112</b>	 <b>209,237</b>	 <b>240,113</b>	 <b>253,217</b>	 <b>225,326</b>	 <b>193,031</b>	 <b>190,057</b>	 <b>201,624</b>	 <b>187,054</b>

(1) Based on number of vehicles at time of application. Fluctuations occur due to overlap in delivery of new units and disposal of old ones.

**City of Coon Rapids, MN****Proposed Insurance Premiums 2015/16 as compared to prior years****Deductible: 50,000/200,000**

	<b>2015/2016</b>	<b>2014/15</b>	<b>2013/14</b>
Insured property in millions	123.4	120.5	117.1
Number of vehicles/trailers (1)	199	204	191
Expenditures (\$ millions) for liability coverage			
Expenditures (\$ millions) for error & omission coverage			
Expenditures (\$millions) total	66.1	54.1	55.2
Statutory limits:			
Per claimant	500,000	500,000	500,000
Per occurrence	1,500,000	1,500,000	1,500,000
Coverage limits			
Per occurrence	200,000	2,000,000	1,500,000
Aggregate	3,000,000	3,000,000	2,000,000
Experience rating (old formula)		0.7790	0.8440
Experience rating (new formula)	0.865	0.8840	0.9900
<b>Premium:</b>			
Property	53,458	51,516	49,463
Inland marine	9,489	9,514	9,459
Municipal liability	151,978	160,628	150,805
Automobile liability & physical	29,638	28,696	26,111
Petrofund reimbursement	Included	Included	Included
Open meeting law	Included	Included	Included
Bonds	1,106	1,419	1,267
No fault sewer back-up			0
Equipment breakdown	16,350	15,961	16,828
Accident plan for volunteers (est)	1,450	1,450	1,450
 Total LMCIT policy	 263,469	 269,184	 255,383
 Other vendors			
Lawyer's professional (Aug 1 renewal)	3,574	3,574	3,574
Clinic professional (June 1 renewal)			n/a
 Total other vendors	 3,574	 3,574	 3,574
 Excess liability (\$1,000,000)	 n/a	 n/a	 n/a
 <b>Total premium</b>	 <b>267,043</b>	 <b>272,758</b>	 <b>258,957</b>

(1) Based on number of vehicles at time of application. Fluctuations occur due to overlap in delivery of new ur



2012/13	2011/12	2010/11	2009/10	2008/09	2007/08	2006/07	2005/06	2004/05
114.6	107.8	89.8	71.4	69.3	67.1	63.6	59.4	55
171	200	189	186	195	190	181	196	196
	30.7	28.8	28.7	29.3	28.8	27	26.2	27.2
	48.5	53.3	48.3	50.3	51.7	49.1	49.2	51.3
55.7								
500,000	500,000	500,000	500,000	400,000	300,000	300,000	300,000	300,000
1,500,000	1,500,000	1,500,000	1,500,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
0.8040	0.7390	0.8360	0.8460	0.9100	0.9860	0.9400	n/a	n/a
47,538	60,524	42,352	39,527	39,975	42,044	39,082	29,614	28,200
9,048	10,716	7,725	8,511	9,754	10,350	8,207	6,749	7,610
116,528	89,881	100,975	106,182	126,011	134,372	113,784	94,234	93,997
25,438	23,706	27,007	28,621	34,966	35,669	30,176	28,055	29,031
Included	Included	Included	Included	Included	Included	Included	Included	576
Included	Included	Included	Included	1,496	1,657	1,742	1,599	1,738
1,268	1,303	1,373	1,656	1,595	1,491	1,374	1,350	1,405
0	0	0	9,024	10,718	10,529	9,672	11,069	7,990
16,217	15,028	12,511	9,967	9,664	10,988	10,416	9,490	8,703
1,450	1,450	1,595	2,175	2,175	2,175	2,175	2,175	2,175
217,487	202,608	193,538	205,663	236,354	249,275	216,628	184,335	181,425
3,574	3,534	3,574	3,574	3,759	3,942	3,942	3,942	3,876
n/a	n/a	n/a	n/a	n/a	n/a	4,756	4,754	4,756
3,574	3,534	3,574	3,574	3,759	3,942	8,698	8,696	8,632
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>221,061</b>	<b>206,142</b>	<b>197,112</b>	<b>209,237</b>	<b>240,113</b>	<b>253,217</b>	<b>225,326</b>	<b>193,031</b>	<b>190,057</b>

units and disposal of old ones. Beginning in 2014, trailers were listed.

2003/04	2002/03	2001/02	1998/99	1997/98	1996/97	1995/96		
53.2	49.6	47.6						
174	173	176						
22.5	21.6	21.5						
39.2	44.1	43.3						
300,000	300,000	300,000						
1,000,000	1,000,000	1,000,000						
n/a	n/a	n/a						
33,597	25,523	21,875	16,418	14,274	13,358		24,889	
7,370	7,141	5,486	3,696	3,563	3,372		2,187	
99,851	97,524	92,039	96,128	95,024	93,712		100,924	
29,268	26,804	32,221	27,923	24,521	20,022		21,695	
621	698	698	468	389	840		650	
1,812	2,077	2,078	2,957	2,957	1,408		3,125	
1,384	1,646	1,453	1,322	1,282	1,252		4,176	
8,486	8,262	7,819						
8,428	7,844	7,520	6,770	6,426	5,592		4,632	
2,175	2,175	2,175	2,175	2,175	2,175		2,175	
192,992	179,694	173,364	157,857	150,611	141,731	0	164,453	0
3,876	3,555	2,963	2,712	2,927	2,936		2,936	
4,756	3,805	3,260	3,203	3,203	2,213		2,213	
8,632	7,360	6,223	5,915	6,130	5,149		5,149	
n/a	n/a	39,240	45,307	45,307	42,615		46,439	
<b>201,624</b>	<b>187,054</b>	<b>218,827</b>	<b>209,079</b>	<b>202,048</b>	<b>189,495</b>		<b>216,041</b>	

**1994/95**

**1993/94\***

21,057		27,111
1,980		2,331
148,000		125,670
24,341		20,516
788	N/A	
3,484		1,890
1,363		1,292
2,132		
203,145	0	178,810
2,438		2,239
3,483		3,004
5,921		13,615
71,421		126,436
<b>280,487</b>		<b>317,821</b>

Resolution No. 16-33

RESOLUTION ESTABLISHING LIMITED CLEAN UP AND  
PROPERTY DAMAGE PROTECTION FOR SEWER BACK-UPS AND  
WATER MAIN BREAKS FOR WATER AND SEWER CUSTOMERS

WHEREAS, the City of Coon Rapids (City) provides water and sanitary sewer services to property within its jurisdiction; and

WHEREAS, water main breaks may cause water to enter into property causing damage; and

WHEREAS, blockages or other conditions in the City's sanitary sewer lines may cause the back-up of sewage into properties that are connected to City's sanitary lines; and

WHEREAS, water main breaks and sewer back-ups pose a public health and safety concern; and

WHEREAS, it may be difficult to determine the exact cause and responsibility for a water main break or sanitary sewer back-ups and

WHEREAS, the City of Coon Rapids desires to encourage the expeditious clean-up of properties that have encountered damage from water main breaks and sewer back-ups; and

WHEREAS, the City of Coon Rapids desires to minimize the potential of expensive lawsuits arising out of water main breaks and sanitary sewer back-up claims; and

WHEREAS, the City of Coon Rapids is a member of the League of Minnesota Cities Insurance Trust (LMCIT); and

WHEREAS, LMCIT has offered the City of Coon Rapids limited "no fault" sewer coverage and water main break coverage (No-Fault Coverage) that will reimburse users of the water and sewer system for certain clean-up costs and property damage regardless of whether the City of Coon Rapids is at fault.

NOW THEREFORE, BE IT RESOLVED, as follows:

The City of Coon Rapids, will reimburse water and sanitary sewer customers for up to \$10,000 of clean-up costs and property damages caused by a water main break or sanitary sewer back-up, regardless of whether the City of Coon Rapids is negligent or otherwise legally liable for damages, subject to the following conditions:

I. Sanitary Sewer Back-Ups. For Sanitary sewer back-ups:

- A. The back-up must have resulted from a condition in the Governmental Unit's sanitary sewer system or lines, and not from a condition in a private line.
- B. The back-up must not have been caused by any catastrophic weather or other event which has been declared by the President of the United States to be a major disaster pursuant to 42 U.S.C. §§ 5121-5206, commonly known as the Stafford Act.
- C. The back-up must not have been caused by an interruption in electric power to the City's sewer system or to any City lift station, which continues for more than 72 hours.

- D. The back-up must not have been caused by an amount of precipitation equivalent to rainfall amounts which exceed:
  - 2.0 inches in a 1-hour period; or
  - 2.5 inches in a 3-hour period; or
  - 3.0 inches in a 6-hour period; or
  - 3.5 inches in a 12-hour period; or
  - 4.0 inches in a 24-hour period; or
  - 4.5 inches in a 72-hour period; or
  - 5.5 inches in a 168-hour period.
- E. Neither the City of Coon Rapids nor LMCIT will reimburse any costs which have been or are eligible to be covered under a property owner's own homeowners' or other property insurance, or which would be eligible to be reimbursed under a National Flood Insurance Protection (NFIP) policy, whether or not the property owner actually has NFIP Coverage.
- F. The maximum amount that the City of Coon Rapids or LMCIT will reimburse is \$10,000 per building, per year. A structure or group of structures served by a single connection to the City's sewer system is considered a single building.

II. Water Main Breaks. For water main breaks:

- A. Neither the City of Coon Rapids nor LMCIT will reimburse any costs which have been or are eligible to be covered under a property owner's own homeowners' or other property insurance
- B. The maximum amount that the City of Coon Rapids or LMCIT will reimburse is \$10,000 to any claimant, regardless of the number of occurrences or the number of properties affected.
- C. Neither the City of Coon Rapids nor LMCIT will pay more than \$250,000 for water main break damages resulting from any single occurrence. All water main break damage which occurs during any period of 72 consecutive hours is deemed to result from a single occurrence. If the total water main break damage for all claimants in a single occurrence exceeds \$250,000, the reimbursement to each claimant will be calculated as follows:
  - 1. A preliminary reimbursement figure is established for each claimant, equal to the lesser of the claimant's actual damages or \$10,000.
  - 2. The sum of the preliminary reimbursement figures for all claimants will be calculated.
  - 3. Each claimant will be paid a percentage of his or her preliminary reimbursement figure, equal to the percentage calculated by dividing \$250,000 by the sum of all claimants' preliminary reimbursement figures.

III. The City of Coon Rapids' determination to make these payments is contingent on and expressly limited to the extent that No-Fault Coverage is in force and available to reimburse the City of Coon Rapids for the costs set forth herein.

IV. The City of Coon Rapids retains the right, in its sole discretion, to revoke, rescind, or modify this resolution at any time.

V. The City of Coon Rapids hereby rescinds any prior resolution providing no-fault sewer backup coverage and water main break coverage.

Adopted this 16<sup>th</sup> day of February, 2016.

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Jerry Koch, Mayor



Attest:

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Joan Lenzmeier, City Clerk

**RESOLUTION NO. 16-33A**

**RESOLUTION RESCINDING LIMITED SEWER BACK-UP CLEAN UP AND  
PROPERTY DAMAGE PROTECTION FOR MUNICIPAL SEWER CUSTOMERS**

WHEREAS, the City of Coon Rapids previously carried no fault sewer back-up coverage to reimburse sanitary sewer customers for certain costs related to sewer back-ups; and

WHEREAS, the City of Coon Rapids obtained coverage from the League of Minnesota Cities Insurance Trust (LMCIT) to cover the costs of such reimbursement; and

WHEREAS, the City of Coon Rapids has determined to discontinue such LMCIT coverage in light of current economic, safety, and health policy considerations; and

NOW THEREFORE, BE IT RESOLVED, that the City of Coon Rapids does hereby rescind no fault sewer back-up coverage effective as of the date of this Resolution.

Adopted this 17<sup>th</sup> day of February, 2016.

\_\_\_\_\_  
Jerry Koch, Mayor

Attest: \_\_\_\_\_  
Joan Lenzmeier, City Clerk